

JOB TITLE: FLEET MECHANIC**1.0 Position Summary**

The primary responsibility of the Fleet Mechanic is to maintain and repair all Fire District vehicles, ensuring a fleet capable and ready to respond under emergency conditions under the direction of the Fire Chief or De. In order to ensure vehicle readiness, the Fleet Mechanic provides routine preventative maintenance, performs testing and inspections and is available for emergency as well as routine repair work. The Fleet Mechanic will document all work performed and keep comprehensive record for all apparatus. Individuals assigned to this position are expected to be self-motivated and able to work proactively with minimal daily direction. This is a full-time, non-exempt union represented position, reporting directly to the Fire Chief, or as may be delegated.

2.0 Distinguishing Characteristics of the Class

The Fleet Mechanic reports to the Fire Chief or Designee. The major challenge for this position is to assure that apparatus and support vehicles are ready to respond. The readiness goal is to have all apparatus and staff vehicles ready to respond at all times. This position has the proficiency to repair, overhaul, and adjust gasoline and diesel engines, the engine-driven components in the vehicles, and all other vehicle-related equipment and systems. They must be aware of the hazards associated with heavy equipment maintenance. This person will work alone and must work safely and maintain a safe working environment. It may be necessary to attend outside schools to keep these proficiencies current.

The Fleet Mechanic assists in training District vehicle operators to balance effective operation with maximum service life. This position may be required to repair apparatus or be a resource to firefighters working on mechanical systems during an emergency as well as in the shop. Is involved and may lead design and acquisition of new apparatus.

3.0 Required Minimum Qualifications, Licensing, and Requirements

- Successfully pass a medical examination including drug and alcohol screening, credit check, and criminal background check.
- Upon employment and while employed, hold and continuously maintain a valid Driver's license or Washington state ID card.
- Be insurable under District's existing vehicle and umbrella liability insurance carrier.
- Valid Washington State Driver's license with Class B CDL endorsement.
High School graduate or equivalent (GED).
- Minimum five (3) years experience working proficiency as diesel and gasoline mechanic.
- Experience using computer based diagnostic programs.
- Prefer ASE/EVT Certifications as follows, or able to certify within one year:
 - Light Duty Fire Apparatus
 - Heavy Duty Fire Apparatus
 - EMS Truck/Ambulance Technician
 - Level 2 EVT Certification
 - Experience working on Cummins engines and associated diagnostic software
 - Experience working on Ford vehicles, gas and diesel, and associated diagnostic software
 - Experience working on Allison transmissions and associated diagnostic software

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4.0 Preferred Qualifications, Licensing, and Requirements

- Minimum five (5) years' experience working proficiency as diesel and gasoline mechanic, with minimum three (3) years journey level experience.
- Prefer previous experience as a Fire Department Mechanic.
- Highly Desirable to be living on Vashon and Maury Island or within 30 miles of the ferry to Vashon Island.
- Experience / proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint, Teams, etc.) and file sharing PC systems.
- Languages: Spanish oral and written

5.0 Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required. The individual in this position must have the skills, ability, and willingness to:

- Have knowledge of:
 - Automotive mechanics; gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding.
 - Safety hazards and precautions common to municipal maintenance and repair activities.
 - Practices, methods, materials and tools used in modern equipment maintenance.
 - Brakes, hydraulic and air.
 - Assessing electrical systems.
- Be skilled in:
 - Use of the various tools and equipment necessary to complete the assigned maintenance tasks.
- Have the ability to:
 - Carry out assigned projects to their completion.
 - Maintain effective accounting and records maintenance procedures.
 - Communicate effectively verbally and in writing.
 - Establish and maintain effective working relationships with employees, supervisors, vendors and the public.

6.0 Performance Standards

- Quarterly check-ins for first year of employment to be integrated into the District-wide review system which includes peer reviews, supervisor review, and a self evaluation.
- Check-ins and reviews will focus on quality of work, attendance, and ability to meet expectations.

7.0 Working Conditions/Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with limited disabilities; however, accommodations may not be available for the essential functions listed above, due to bona fide occupational requirements.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle or feel objects, tools or controls, reach with hands and arms, as well as speak and hear. The employee is frequently required to stand, walk, stoop and kneel. The employee must

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regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The working environment characteristics described here are representative of those an employee encounters while performing the principle accountabilities of this job. The employee in this position will work both indoors in a shop environment and outdoors at emergency scenes and will be subjected to adverse weather conditions occasionally. This employee will have moderate exposure to anti-freeze, oils, diesel fuel, gasoline and other general shop petroleum and cleaning products and exposure to fumes and noise.

The Fleet Mechanic will follow all common and approved safety practices and ensure that these practices are followed by all employees working at the shop or in the field. This will include proper protection of the eyes, ears, fingers and other bodily parts. The Fleet Mechanic will ensure that all shop equipment is used properly taking full advantage of all provided safety mechanisms.

8.0 Examples of Work

Maintenance

- Inspects vehicles and mechanical systems for defects to ensure they meet all performance specifications and safety standards.
- Performs complete periodic preventative maintenance and inspections, of all district vehicles, in accordance with manufacturer's requirements and nationally recognized best practices.
- Monitor and change all fluids as recommended.
- Changes, repairs and rotates tires.
- Performs annual service tests for engine and pump certifications.
- Maintains proficiency to repair, overhaul, and adjust gasoline and diesel engines, engine driven equipment, and all other vehicle systems.
- Operates a variety of diagnostic instruments and a variety of hand, electric and air driven tools.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work as possible within skill set and scope of work.
- Organize, run and track pump testing and maintenance to ensure effective operations.
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Communication

- Inform supervisor of availability after regular hours and maintain communications to ensure timely response for requests for after-hours assistance.
- Provides guidance and instruction to district personnel on the proper operation of vehicles and equipment to reduce breakdowns and premature mechanical failures.
- Assist community members who either walk-in, drive-in or are encountered for medical attention or other needs.

Purchasing

- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Provide a lead administrative role in new vehicle design, construction, and review processing in inspection for final acceptance to place apparatus in service.

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- Provide input and research resources to support the fleet replacement schedule.
- Purchase replacement and needed parts for apparatus withing given budget as set by the Board of Commissioners.

Records

- Keeps a record of repairs and maintenance performed.
- Inventory
- Manage storage and proper disposal of hazardous materials common to use with/ in fire apparatus.

Other Duties

- Performs special assignments and miscellaneous job-related duties as requested.
- Snow plowing as needed
- Supporting Facilities Manager as requested, and safety necessitates.
- Maintains professional work space and over sight of shop for safety.

9.0 Definitions

This sub-section intentionally left blank.

END

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Date of Administration's Approval: _____

Date of Board's Approval: Not required for Job Descriptions

Date of Implementation: _____

Date of Latest Revisions: _____

Comments:

The statements contained herein reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

General Sign-Off: The employee is required to adhere to all District policies, regulations and procedures. The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties and skills required of personnel so classified.

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I have read, understand, and agree to adhere to this explanation, conditions, and job description.

*Signature:*_____

Date:_____

Employee Name (print):_____

Employee #:_____