


SUN CITY FIRE & MEDICAL DEPARTMENT	Review Date:	Number:
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FIRE MECHANIC		

POSITION TITLE: Fire Mechanic

TYPE: Appointment

REPORTS TO: Fleet Manager

FLSA STATUS: Non-Exempt

CLASSIFICATION: Civilian

WORK SCHEDULE 40 Hour Work Week

GENERAL PURPOSE/DESCRIPTION:

Performs semi-skilled and skilled work to maintain and repair vehicles, fire apparatus, and mechanical equipment. Responds to emergency scenes as needed for vehicle or equipment repairs.

SUPERVISION RECEIVED


Works under the supervision of the Fleet Manager.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes, but are not limited to, the following.

- Repairs, rebuilds, maintains, and overhauls engines, and mechanical, electrical and hydraulic assemblies used in the fire service, and tools, equipment, and appliances carried on fire apparatus.
- Evaluates scope of work to be performed and determines whether to repair, rebuild, or replace various parts or assemblies.
- Assists with the training of District and department personnel in the care and maintenance of apparatus and equipment.
- Assists with maintenance record-keeping.
- Drives and operates all Fire District and department apparatus and vehicles.
- Performs routine maintenance repairs and rebuilding of apparatus and other heavy equipment in accordance with work order instructions.
- Disassembles units, measures parts for wear, inspects parts for damage, replaces worn or damaged parts and reassembles units in accordance with technical manuals, diagrams, and instructions.
- Determines nature and cause of equipment malfunctions or breakdowns in the field, makes necessary adjustments, replacements or repairs to maintain equipment operation, or prepares heavy equipment for towing; refers temporary or emergency repair status to supervisor for appropriate action.
- Disassembles and overhauls heavy equipment systems and components, air conditioning units, engines and transmissions, hydraulic and other power operated units and tests overhauled heavy equipment to assure proper operation.

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- Inspects heavy equipment for excessive wear, damage and safety of operation, reports defects, malfunctions and unsafe conditions to supervisor.
- Tests, adjusts and repairs emissions and electrical systems including batteries, alternators, wire harnesses, lights, computerized ignition systems and related electrical units.
- Performs some machining and welding work as related to repairs of heavy equipment.
- Prepares reports and maintains records of work activities.
- Prepares requisitions and purchase orders for supplies from vendors.

MINIMUM QUALIFICATIONS

- 18 years of age or older
- Valid Arizona Driver's License and a Commercial Driver's License with a tender or tanker endorsement is required

Education and Experience:

- High school diploma or G.E.D. equivalent
- Three years' experience in automotive service work including some experience in servicing heavy equipment
- Preferred: successful completion of Automotive Service Excellence (ASE) and Emergency Vehicle Technician classes (certifications)


Knowledge, Skills, and Abilities:

Extensive Knowledge of:

- Automotive and heavy equipment service work including oil, fuel, hydraulic, cooling and battery system servicing, lubrication, and tire repair and replacement.
- Tools, equipment, materials and methods employed in the servicing of automotive and heavy equipment.
- Automotive and heavy equipment mechanics and operating characteristics.
- Modern procedures and methods of automotive repair and maintenance including diesel engines
- Policies, procedures, and services of the District.

Working Knowledge of:

- Skilled in the performance of all types of automotive and heavy equipment service work.
- Skilled in the use and care of tools, equipment, and materials.
- Skilled in welding weld (both arc and acetylene)
- Skilled in metal fabrication.

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Ability to:

- Identify obvious mechanical and operating defects.
- Interpret technical manuals and related diagrams and instructions.
- Read and use micrometers, dial indicators and related specialized equipment.
- Recognize hazards and report them to the Safety Officer.
- Perform all types of automotive and heavy equipment service work and to properly and safely use and care for service tools, equipment, and materials.
- Operate service vehicles and maintain service records.
- Establish and maintain effective working relationships with employees and personnel of other agencies.
- Perform work in accordance with oral and written instructions.
- Maintain a small inventory of supplies and equipment.
- Understand and carry out oral and written instructions.
- Add, subtract, multiply and divide whole numbers and decimals.
- Understand the metric system.

SPECIAL REQUIREMENTS

- Speak, read, and write the English language
- Meet SCFMD physical standards
- Meet insurability requirements of the District’s insurance carrier


PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by all personnel to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform the essential functions.

While performing the duties of this job, personnel are frequently required to stand and walk, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell. Personnel must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those personnel encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to high, precarious places, outside weather conditions, and vibration. The employee is occasionally exposed to wet and/or humid conditions, fumes and airborne particles, toxic and caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. The employee is required to work in confined or tight spaces. The employee is exposed to hazardous conditions including, but not limited to, hostile fires, hazardous materials, and bloodborne pathogens.

EXPECTED BEHAVIOR

Manager/Supervisor – Expected Behavior


The incumbent is expected to embrace, support, and promote the District’s core values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards.
- Train, develop, nurture, and mentor all employees.
- Encourage teamwork and participation by all employees.
- Lead by example.
- Strong safety principles and safety awareness.
- Provide outstanding customer service to internal and external customers.

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SELECTION GUIDELINES

May include any or all of the following: formal application; review of education and experience; written review of employee personnel file (performance, accomplishments, discipline, etc. – internal candidate); written examination or assessment center; psychological testing; physical ability test; interview(s); hiring list; offer of employment/promotion; oral board(s); background/driver’s license verification and check; and conditional offer psychological and physical exam and drug screen.

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SIGNATURES—REVIEW AND COMMENT

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

Name of Employee (Print) Signature of Employee Date

Name/Job Title of Immediate Supervisor Signature of Immediate Supervisor Date

Name/Job Title of Division/Section Head Signature of Division/Section Head Date

Comments:

The duties listed above are intended only as illustrations of the various types of work performed. 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. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.