



# SPOKANE COUNTY FIRE DISTRICT 8

## SENIOR FLEET MECHANIC

### POSITION DESCRIPTION

**Position:** Senior Fleet Mechanic

**Division:** Support Services

**Pay:** Salary

**Supervisor:** Division Chief of Support Services

**FLSA Status:** Non-Exempt, Non-Union

**Schedule:** M – F, 8 am to 5 pm (40-hour week or as assigned by the Fire District)

### FUNCTION:

Under the direction of the Division Chief of Support Services, this position performs both minor and major fire apparatus maintenance and repairs, and ensures fire apparatus are functioning properly. This position coordinates repairs with outside vendors as needed, and is responsible for the purchasing of parts and equipment needed for Fire District apparatus and vehicles. This position also develops and maintain current records of maintenance and repairs for each individual apparatus or vehicle. This position must be capable of working independently on a wide range of vehicle preventative maintenance and repairs.

This is a full-time, 40 hours per week position, generally assigned a work schedule of Monday thru Friday 8 a.m. to 5p.m (The schedule may be changed to meet the needs of the Fire District).

### JOB LOCATION AND EQUIPMENT:

Work is performed both indoors and outdoors, mostly in a shop environment, with some office and data entry work. Equipment utilized includes computers, shop and maintenance tools, vehicles, fire apparatus and small engines.

### DUTIES AND RESPONSIBILITIES:

- ❖ Independently performs preventative maintenance, routine maintenance, and repairs, including advanced level heavy duty maintenance and repair functions.
- ❖ Responsible for timely repair of out-of-service apparatus.
- ❖ Accomplishes minor repairs at the individual fire stations, utilizing the Fire District shop vehicle.
- ❖ Makes equipment mounting and bracketry modifications as necessary.
- ❖ Coordinates and schedules repairs made by outside vendors as needed.
- ❖ Safely operates the shop, Fire District vehicles and apparatus in accordance with all applicable state laws (LNI) and Fire District Policies and Procedures. Implements necessary steps to correct any unsafe or unacceptable practice in the shop in a timely manner and immediately informs the Support Services Division Chief of all unsafe situations.

- ❖ Maintains all small engine equipment (SEE) such as emergency generators, snow blowers, lawn mowers, edger's, chainsaws, and other SEE.
- ❖ Serves as part of the Fire District "Safety Committee" making recommendations and evaluating safety related incidents.
- ❖ Serves as part of the Fire District "Apparatus Committee" and assists in the research and development of vehicle & apparatus specifications.
- ❖ Under supervision of the Support Services Division Chief, supervises projects and inspects contracted work as assigned.
- ❖ Effectively, efficiently, and safely utilize the facilities, apparatus, and equipment in performing job duties and tasks.
- ❖ Keeps the Support Services Division Chief apprised of any major repairs and maintenance issues.
- ❖ Attends training and seminars as required by the Fire Chief to maintain or increase level of proficiency.
- ❖ Provides annual training to the Fire District members as it relates to vehicle maintenance.
- ❖ Accurately maintains electronic records of all maintenance and repairs performed on all Fire District equipment, vehicles, and apparatus.
- ❖ Performs annual pump testing of all fire pumps and foam pumps.
- ❖ Respond to emergency incidents to perform emergency repairs to Fire District apparatus or vehicles after hours as directed.
- ❖ Ensures there is a sufficient number of spare parts on hand to complete routine maintenance on vehicles, fire apparatus, and SEE.
- ❖ Submits annual budgets requests and recommendations to maintain an efficient shop and well maintained vehicles, fire apparatus, and SEE.
- ❖ Supervises members who are assigned to assist with maintenance and repairs.
- ❖ May perform other duties as assigned.

*The duties listed above are intended only as illustrations of the various types of work that may be 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 employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**EMERGENCY INCIDENTS:**

- ❖ May be called to respond to emergency incidents to provide Logistical or Support Services support. i.e.: provide fuel for apparatus.
- ❖ May be called to make emergency repairs at an emergency incident.

### **KNOWLEDGE, SKILLS & ABILITIES:**

- ❖ Minimum 5 years of experience as a diesel or automotive mechanic preferred.
- ❖ Must be a self-motivated and independent worker.
- ❖ Must be a team player, maintain effective and courteous working relationships with all Fire District personnel, partner agencies, professional consultants, and the general public.
- ❖ Ability to multi-task.
- ❖ Demonstrated experience in providing mechanical maintenance and repairs
- ❖ Skills and abilities in specific tasks of the Senior Fleet Mechanic include, but are not limited to:
  - Knowledge of practices, methods, tools, and materials used in maintenance and repairs of fire apparatus.
  - Knowledge of preventative maintenance requirements.
  - Ability to service transmissions, pump transmissions, differentials, engine cooling systems, hydraulic and air brakes.
  - Tune up's performed on gasoline and diesel engines, including trouble shooting.
  - Trouble shoot electrical, engine and transmission problems.
  - Small engine service and repair.
  - Fire pump repair, valve replacement, adjust and or replace pump packing.
  - Order parts and maintain a sufficient parts inventory.
  - Light welding and fabrication.
  - Acceptable written and oral communication skills.

### **MINIMUM REQUIREMENTS:**

- ❖ Must be at least 18 years of age.
- ❖ High School graduation of GED.
- ❖ Washington State driver's license.
- ❖ Within one (1) year must be able to secure and maintain a Washington State CDL with a tank endorsement.
- ❖ Capable and willing to work a minimum of 40 hours per week.
- ❖ Must successfully complete on (1) year probationary period.

### **PREFERRED EDUCATION OR TRAINING:**

- ❖ Desirable to have any or all the listed education or accepted equivalents:
  - EVT Fire Apparatus Technician level I, II, II.
  - ASE Certifications T Series, E Series, A Series.
  - Experience in fleet maintenance and management, mechanical training in fire pumps, diesel motors, and electrical systems as they relate to fire apparatus and other fire vehicles.

**PHYSICAL REQUIREMENTS:**

- ❖ Must pass the Fire District's medical exam.
- ❖ Must not be alcohol and or drug dependent.
- ❖ Must be capable of lifting a minimum of 50 pounds without assistance, able to perform physical activities such as climbing, stooping, bending and sometimes working in uncomfortable positions.

**OTHER REQUIREMENTS:**

- ❖ Must pass a panel interview.
- ❖ Drug test.
- ❖ Background investigation.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the duties, responsibilities knowledge skills typically required to perform this work.*

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*Spokane County Fire District 8 is an equal opportunity employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status and sexual orientation or any other status protected by law.*