

FIRE DEPARTMENT MECHANIC

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions involved in the repair and maintenance of fire department vehicles and equipment. Employees of this class diagnose and make repairs to fire apparatus, fire equipment and department vehicles. The Fire Department Mechanic performs routine maintenance tasks on fire department vehicles, and orders replacement parts for fire vehicles and equipment. Supervision is exercised occasionally over any employees assigned to assist in the maintenance program. Fire Department Mechanics work with a high degree of independence, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Provides for the maintenance of fire vehicles and apparatus, ensuring they are kept in proper operating condition. Maintains, repairs, adjusts or installs replacement parts on brake, cooling, electrical, lubricating, suspension and emission systems. Performs maintenance on and makes repairs to governors and turbochargers of diesel engines. Adjusts, repairs and replaces components on the fire pump and valves. Maintains and makes repairs to accessories on automotive and hydraulic equipment. Repairs fire apparatus fixtures such as rotary gear, pumps, water towers and aerial ladders. Performs mathematical calculations in order to make accurate measurements, calibrations and adjustments. Uses automotive instruments such as a vacuum gauge, hydrometer and voltmeter in the maintenance or repair of fire automotive equipment. Welds or fabricates components from aluminum or steel. Maintains and repairs small power tools such as portable generators and pumps, water towers, power saws and lawnmowers. Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights and similar tasks. Performs required safety inspections on all department vehicles. Assists with the maintenance, testing and repair of component parts and assemblies used with open and closed-circuit breathing apparatus. Provides assistance to fire department employees in technical areas of work.

Performs tests and uses information received from fire operators in order to diagnose electrical, hydraulic or other mechanical problems on apparatus and equipment. Road tests, operates and inspects equipment to determine what repairs are needed or to determine if repairs were properly accomplished. Makes repairs at

the emergency scene when needed.

When possible, assigns repairs to qualified personnel in accordance with departmental procedures. Locates and coordinates with outside services to make arrangements for the repair and maintenance of equipment which cannot be repaired within the department. Transports, delivers and picks up supplies or equipment for repair and maintenance by driving department vehicles. Maintains inventory of supplies, parts and equipment necessary to perform maintenance and repair work. Organizes and stores department equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials.

Writes reports and supervises the preparation and maintenance of records and reports of the division. Files and retrieves records, reports or forms as needed. Participates in writing and preparing equipment or vehicle specifications for public bids. Reads service manuals, parts books and any other written material necessary to determine how to perform required duties. Promotes a positive image of the department in the daily performance of duties and during interactions with community members.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate

Must be not less than twenty-one (21) years of age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

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