

## **MASTER MECHANIC**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible supervisory and technically skilled work in the automotive maintenance division of the fire department. The Master Mechanic is responsible for maintaining all departmental emergency vehicles and fire apparatus and all tools and equipment. An employee of this class exercises supervision over the Fire Department Mechanic, providing training and technical assistance in the repair and maintenance of fire department vehicles. The Master Mechanic works with little supervision, discussing work assignments with and reporting directly to 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.

Supervises subordinate personnel, assigning work schedules, approving leave, and evaluating work performance. Resolves employee complaints and maintains discipline. Provides assistance to subordinates in technical areas of work. Provides informal on-the-job training for new employees.

Maintains inventory of supplies and equipment. Arranges for the repair of department equipment which cannot be repaired within the department and inspects the equipment after repairs. Writes specifications for new fire department equipment and prepares specifications for public bids. Meets with sales representatives to review products and makes recommendations on major purchases for the department.

Supervises and performs installation, maintenance and repairs to brake systems, including drum brakes, power brakes, anti-lock brakes, master and wheel cylinders, power boosters, and other system components.

Supervises and performs installation, maintenance and repairs to cooling systems, including radiators, thermostats, water pumps, water hoses, fans and fan belts, and other system components.

Supervises and performs installation, maintenance and repairs to drive train systems, including standard and automatic transmissions, clutches, drive shafts, differentials, universal joints, fuel pumps, and other system components.

Supervises and performs installation, maintenance and repairs to

electrical systems, including generators, alternators, ignition systems, and other system components.

Supervises and performs installation, maintenance and repairs to lubricating systems, including oil pumps and seals, PCV systems, and other system components.

Supervises and performs installation, maintenance and repairs to steering and suspension systems, including front end assemblies, rear end assemblies, steering linkages, power steering systems, wheel bearings, wheel alignments, ball joints, and other system components.

Supervises and performs installation, maintenance and repairs to gasoline engines, including intake and exhaust manifolds, cylinder heads, pistons, crankshafts, engine bearings, tappets, gaskets, valves, camshafts and valve lifters, and other system components.

Supervises and performs installation, maintenance and repairs to emission systems, including mufflers and resonators, catalytic converters, and other system components.

Supervises and performs installation, maintenance and repairs to air conditioning systems and components.

Supervises and performs maintenance, repairs and adjustments to fire accessories and equipment, including speedometers, lights and flashers, communications equipment, windshield wipers and washers.

Uses automotive maintenance instruments in order to perform maintenance and repair of fire automotive equipment, including the hydrometer and voltmeter.

Repairs, inspects and tests fire pumps, hydraulic motors and cylinders, aerial hydraulic pumps, tools, or fixtures and other portable equipment used on fire apparatus, making such repairs at an emergency scene when needed.

Supervises and performs service tests and repairs to fire equipment, including ladders, nozzles, hoses, and self-contained breathing apparatus.

Personally completes forms and records as required. Writes reports requiring the ability to compose complete sentences, use correct grammar and punctuation, organize ideas in a logical sequence, and related skills. Retrieves records, reports, or forms from the files when needed.

Performs any related duties assigned.

**QUALIFICATION REQUIREMENTS**

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

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

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.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess certification as Emergency Vehicle Technician.