

CHIEF OF MAINTENANCE

(Competitive 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 Chief of Maintenance is responsible for overseeing the maintenance of all departmental emergency vehicles, fire apparatus, tools, equipment, fire stations and grounds. An employee of this class exercises supervision over the maintenance staff, providing training and technical assistance in the repair and maintenance of fire department vehicles. The Chief of Maintenance 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.

Plans, directs and supervises the activities of the maintenance division. Oversees the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations, grounds and any other related property. Determines how the maintenance division should be organized with respect to personnel and equipment. Establishes management policies, goals and objectives related to maintenance. Observes and evaluates operations of the division and takes steps to correct any problems noted. Recommends changes in department policy as it relates to the maintenance division. Oversees the operation and personnel of the division by setting task priorities and long-term goals, reviewing work to be done and delegating assignments to maintenance personnel. Assigns work or duty areas. Outlines responsibilities and explains policies, procedures and rules so that subordinates will know what is expected of them. Evaluates performance of subordinate employees by monitoring the work pace and progress of assigned jobs. Discusses work performance with the employee and superiors. Offers assistance to subordinates in technical areas of work and provides on-the-job training for new employees. Investigates all accidents involving department automotive equipment, determines the cause and formulates procedures to avoid future accidents.

Performs and supervises maintenance, repairs or adjustments on cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order of systems by installing replacement parts, such as fans, fan belts, water hoses, fuel lines, filters, oil seals, PCV systems, batteries, spark plugs, cables and other parts as necessary.

Performs and oversees maintenance, repairs or adjustments on brake, drive train, suspension systems and diesel engines. Ensures proper installation of necessary replacement parts to such systems, including replacing brakes, master cylinders, drive shafts, power steering systems, governors and turbochargers. Provides for repairs at the emergency scene when needed.

Performs and supervises general maintenance tasks on departmental vehicles and fire apparatus, such as refueling vehicles, changing or adding oil, and adjusting headlights as needed, in order to assure peak performance. Oversees the repair or replacement of accessories on automotive equipment, such as windshield wipers, lights and flashers as necessary. Provides for repairs to automotive equipment using instruments such as voltmeters and vacuum gauges. Diagnoses mechanical problems by road testing equipment and using information received from fire department personnel. Reads manuals, parts books, and any other research material used to determine how to perform required repairs and maintenance. Makes and checks mathematical calculations in order to ensure accurate and correct measurements, adjustments, or calibrations. Oversees arrangements for outside repair and maintenance services or assigns repairs to qualified department personnel. Provides for the transportation of equipment in need of repair. Operates and inspects all equipment on vehicles, including communications equipment, to ensure repairs were properly completed.

Refills and trains subordinates in the repair of self-contained breathing apparatus. Performs and oversees service tests of fire hose, hose couplings, nozzles and nozzle assemblies. Provides for the repair and maintenance of portable equipment and small power tools, including portable generators, pumps, power saws and lawn mowers. Coordinates repairs and maintenance of station buildings and grounds; ensures proper working order of overhead doors and oversees building projects involving plumbing, electrical, carpentry, welding, gravel, or concrete slabs.

Supervises the preparation and maintenance of records and reports of the division. Reviews reports written by subordinates and periodically inspects record-keeping systems and facilities. Compiles and organizes data needed for reports. Personally completes, files and retrieves required forms, records and reports. Keeps records related to the use and maintenance of self-contained breathing apparatus and vehicle or equipment repairs.

Provides for the accounting of monies and assets of the maintenance division. Gathers information and prepares expenditure estimates to be used in preparation of the departmental budget. Authorizes the expenditure of funds and the purchase of equipment and supplies, keeping such within the parameters of the established budget. Maintains and oversees inventory, ensuring the availability and proper organization of parts and supplies necessary to perform the work of the maintenance division. Reviews

products by meeting with sales representatives and assists in writing specifications for new fire department equipment. Coordinates the purchase of communications equipment and makes recommendations on other major purchases for the department.

Participates in conferences, conventions or other educational meetings and attends training as required by the department. Promotes a positive image of the department in the daily performance of duties and when interacting 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 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 of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must have at least five (5) years of full-time employment with a paid fire department. Applicant must have experience in the repair and maintenance of fire department vehicles, equipment and apparatus. Experience must include work in the repair of diesel engines, pumps and brakes.