

CHIEF OF MAINTENANCE

(Promotional Class)

This class encompasses a highly responsible and specialized position, involving the management of the maintenance division of the fire department. An incumbent of this class develops and maintains standard operating procedures for the Maintenance Division of the fire department, as well as exercises supervision over the Assistant Chief of Maintenance, the Emergency Vehicle Technicians and other fire department employees assigned to the division. The employee of this class also directs the maintenance of records and assists the Fire Chief with purchasing and budgetary responsibilities for the division. The Chief of Maintenance works primarily independently, reporting to and having work reviewed directly 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.

Manages the operation of the Maintenance Division of the fire department by setting policies, goals and objectives. Observes and evaluates the operations of the division, taking steps to correct any problems observed. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Participates in any required training, research and planning for programs and activities related to maintenance. Gives reports, offers advice and keeps informed on local trends that may affect the fire service when attending all meetings, conferences or conventions. Studies modern firefighting methods and administrative practices. Recommends needed changes in department policy or procedures as applied to the division.

Disburses responsibilities and duties, in addition to implementing department procedures and rules. Delegates specific assignments and alters organization of the work force for a more effective, efficient and safe work environment. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Instructs division supervisors to monitor the work pace and progress of assigned jobs. Determines if changes in method, additional training, assistance or additional time are required in order to complete tasks. Keeps promotional eligibility lists and makes or recommends promotions, both temporary and permanent, in accordance to civil service law. Interviews prospective employees and makes recommendations for hiring. Provides informal on-the-job training for new employees.

Oversees the work of subordinate supervisors who assign work or duty areas, work schedules and approve leave for division employees. Sets long term goals and task priorities for

subordinates in order to identify what needs to be done to best accomplish the goals of the division. Directs employee supervisors to evaluate the work performance of division personnel, write employee evaluation reports, discuss such with the employee and provide assistance in technical areas of work as needed. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Maintains discipline directly or through subordinate supervisors by conducting corrective interviews, recommending or administering disciplinary action.

Provides for the accounting of monies and assets of the division. Writes and evaluates specifications for new fire department equipment and products. Prepares specifications for public bids. Reviews products with sales representatives and recommends major purchases for the division. Authorizes expenditure of funds for purchases of equipment and supplies, keeping such purchases within the established budget. Writes requests for grants or other special funds to aid in the operation of the fire service. Manages grant-funded projects related to the division by meeting specified conditions, administering funds and completing required reports.

Prepares a divisional operating budget by gathering and compiling necessary information. Estimates expenditures and revenues for the division and submits an operating budget as required.

Manages the general care and maintenance of fire department vehicles, equipment, operating systems and other related departmental property. Arranges for the repair and maintenance of such by either assigning qualified department personnel or locating outside services as necessary. Directs division personnel to inspect equipment after repairs to ensure that repairs were properly accomplished. Reviews the work and progress of contractors for proper completion of projects.

Manages the preparation and maintenance of records and reports of the division. Completes forms and records. Compiles data and writes reports. Reads correspondence addressed to the Maintenance Division and responds accordingly. Files or retrieves records, reports or forms as needed. Periodically inspects systems and facilities for maintaining all records. Reviews completed records and written reports by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures.

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 examination.

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 promotion, 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 be a regular and permanent employee in the class of Assistant Chief of Maintenance immediately preceding closing date for application to the board.

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