

**SPECIAL SERVICES TECHNICIAN**

(Competitive Class)

**DISTINGUISHING FEATURES OF CLASS**

This class encompasses a position in the Special Services division of the fire department. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus and equipment. Special Services Technicians perform duties with a high degree of supervision and receive specific instructions for most duties. Special Services Technicians report to and have work reviewed by the Special Services Officer.

**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 the class.

Provides for the general care and maintenance of fire fighting apparatus. Inspects apparatus for accident prevention devices and to ensure compliance with occupational safety and health regulations. Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights, and similar tasks. Disinfects, refills, maintains correct dew point levels of air, and provides for proper storage of self-contained breathing apparatus. Inspects, maintains, tests, and repairs nozzles and nozzle assemblies, fire hose and hose couplings, emergency station power generator for fuel and lubrication, emergency lighting and electrical equipment, ground ladders, aerial ladders, and turn-out equipment and clothing.

Operates, adjusts, or tests department property, equipment and supplies which have been returned as defective in order to determine or recommend repair or replacement. Inspects specified areas for fire service equipment and other safety and first-aid supplies. Provides for the general care of stations and grounds. Inspects supply facilities to ensure compliance with department maintenance standards. Repairs and maintains plumbing systems and component parts, including pipes, faucets, plumbing fixtures, water heaters, and sewer lines. Performs carpentry work on station buildings. Repairs and maintains electrical system, switches, wiring connections, and component parts.

Provides for the general care and maintenance of department communications equipment and any other specialized equipment owned and operated by the fire department. Gets estimates on repair costs for any assigned equipment. Transports, delivers, and picks up equipment for repair or maintenance. Demonstrates safety

equipment and practices.

Maintains inventory of supplies and equipment and counts items according to department procedures to assure adequate inventory. Organizes and stores department property, equipment, and supplies in an orderly fashion to allow ease of locating and retrieving materials. Makes arrangements for the shipping and receiving of supplies by communicating with transportation and delivery services. Distributes supplies to department personnel as required.

Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties. Reads graphs, charts, manuals, reports, or related documents. Prepares purchase requisitions according to department procedures.

Performs any related duties as 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 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 work experience in a full time paid fire department which must include experience in the maintenance and repair of fire apparatus, fire department equipment, and buildings.

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.