



# *Los Pinos Fire Protection District Job Description (2024) Fleet Mechanic*

## **SUMMARY OF POSITION:**

The primary function of an employee in this class is to provide specialized level mechanical maintenance, repair, and inspection on all types of complex firefighting apparatus and related equipment, to include heavy duty fire response trucks, general purpose automotive vehicles, and specialized components such as centrifugal fire pumps, hydraulically operated aerial ladders, and computerized electronic control systems. Additionally, an employee in this assignment may be assigned to repair and maintain fire service tools and equipment. This position is subject to emergency call-out and must be able to work overtime including nights, weekends, and stand-by as necessary.

## **ESSENTIAL DUTIES:**

Essential functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. The intent is to provide accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

The employee works under the general supervision of the Fire Chief.

Performs the inspection, diagnosis, and repair of Fire and EMS response trucks, as well as general purpose vehicles, including ladder trucks, pumping apparatus, heavy rescue vehicles, ambulances, and related firefighting apparatuses.

Examine vehicles and equipment to determine necessary repair or maintenance work; conduct diagnostic computer testing; reviews apparatus maintenance logs; consult with drivers or equipment operator to obtain input on problems; diagnoses problems; determines parts/supplies necessary to conduct repairs.

Performs major and minor repairs on all fire apparatus, ambulances, and equipment, such as engines, hydraulic and electrical systems, cooling and air conditioning systems, brakes, firefighting systems, pumps, nozzles, gauges, valves, generators, and foam systems to ensure they will perform under emergency conditions.

Performs preventive maintenance on vehicles and equipment; checks fluid levels, drains/replaces oil; cleans/replaces batteries and filters; remove/replaces belts, hoses, bulbs; lubricates and greases equipment; checks tire air pressure; completes minor tire repair or replaces tires.

Participates in installing, troubleshooting, and maintaining radio and electronic equipment, and audio and video communication systems.

Modifies, welds, and fabricates parts such as equipment and tool mounts, brackets, and shelving.

Prepares fire trucks for the annual National Fire Protection Association (NFPA) certification inspection of pumps and aerial ladder trucks.

Responsible for acceptance inspection and make ready preparation work on all new apparatus and equipment.

Prepares work orders and reports, maintenance and repair logs, vehicle inspection forms, and other technical and statistical documentation.

Research parts manuals and vendor catalogs to determine parts needed; estimate the cost and time of repairs and determine the most cost-effective and efficient methods to complete the repairs; orders and purchases required supplies and materials.

Maintains an inventory of equipment and supplies; ensures availability of adequate materials/supplies to conduct work activities; approves and/or initiates orders for new/replacement materials/supplies.

Washes, cleans, and polishes equipment and apparatus.

Operates and test drives fire apparatus and related components as well as automotive vehicles to ensure all repairs and maintenance have been completed; transports vehicles as needed.

Uses and disposes of hazardous materials according to established guidelines.

Makes emergency service calls for disabled vehicles and equipment at work sites or on the road as needed.

Performs the general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in good operating condition.

Performs all work duties and activities in accordance with Fire District policies and procedures.

**QUALIFICATIONS:**

High school diploma or GED equivalency and some technical training or coursework in mechanics.

Experience in the maintenance, repair, and inspection of heavy equipment (fire apparatus experience preferred) and related equipment including experience maintaining and repairing diesel motors; certification as an Automotive Service Excellence (ASE) auto/heavy truck master mechanic and Emergency Vehicle Technician (EVT) Level III certifications preferred.

Must be able to read and write the English language.

Valid Colorado driver's license and insurable to operate District vehicles.

CDL required.

Must have own tools.

Ability to understand and carry out written and oral instructions.

Ability to deal tactfully with the public.

Ability to establish and maintain effective working relationships with co-workers.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**SKILLS AND KNOWLEDGE REQUIRED:**

Methods, materials, tools, and standard practices of the automotive mechanic's trade, with reference to heavy duty maintenance and equipment.

The operating, maintenance and repair requirements of firefighting equipment and apparatus.

Water hydraulics, including water pumps, valves, governors, and relief valve systems.

Fire apparatus and automotive repair and maintenance safety principles and practices including the use of air powered equipment, lifts, and hoists.

Fire apparatus electrical systems, cooling and air conditioning systems, and gas/diesel engines; equipment and tool operation and maintenance practices.

Occupational hazards and safety precautions involved in general vehicle and heavy equipment maintenance work.

Proper use and disposal of hazardous materials in accordance with established guidelines.

Traffic laws and rules involved in vehicle & equipment operation.

Federal OSHA, State and County regulations and policies regarding safe work practices relating to use of power tools, lifts and hoists, and hazardous materials.

Perform mechanical work involved in operating, maintaining, and repairing automotive and firefighting apparatus, equipment, and tools.

Replace fire apparatus components, to include but not limited to, electrical systems, suspension, driveline, hoses, belts, and specialty parts.

Inspect equipment and vehicles for common maintenance problems and monitor fluid levels.

Operate air powered wrenches and tire break-down equipment and MIG or TIG welding equipment.

Diagnose and repair complex repair problems within accepted guidelines.

Test vehicles, machinery, equipment, and parts for proper operation.

Conduct road tests of vehicles undergoing repair, including heavy equipment and related fire apparatus and equipment.

Modify, design, weld, and fabricate special purpose equipment.

Perform engine tune-ups using computerized control systems.

Operate and maintain diagnostic equipment, air tools, grinders and hand tools for the maintenance and repair of automotive and related equipment.

Operate a motor vehicle, fire apparatus, and related equipment.

Order and stock equipment parts.

Perform basic mathematical calculations.

Create, assign, approve and close work orders. Prepare activity reports and maintenance logs.

Operate a personal computer and related software and demonstrate proficiency in preparing work orders, documents, spreadsheets, email and timesheets and assist other staff with related questions and problems.

Ability to organize activities to complete tasks in accordance with priorities, address multiple demands or meet deadlines.

Ability to understand and follow written and oral instructions and procedures.

Ability to follow safety practices and policies.

**PHYSICAL DEMANDS:**

Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, alarm and warning systems, including backup alarms, and to diagnosis engine problems and relay maintenance needs to customers.

Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perceive and discriminate color or shades of color, comprehend written work instructions and work orders, inspect heavy equipment and automotive parts, fluid levels, equipment operation and make necessary repairs.

Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a variety of automotive shop tools and adjust equipment.

Sufficient strength to lift and carry 50-pound objects for varying distances.

Sufficient personal mobility, stamina, flexibility and balance to perform maintenance and repair functions that require bending, stooping, kneeling, stretching or other physical exertions, with or without reasonable accommodation, which permits the employee to work under vehicles, in cramped spaces, climb and work on ladders and aerial lifts up to 100 feet and remove and replace parts for repair and replacement.

Sufficient ability to endure prolonged exposure to environmental conditions such as dirt, dust, pollen, and odors.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The primary duties of this class are performed in an automotive shop environment and an outdoor environment that may involve adverse weather conditions, vehicular traffic, cramped spaces, and hazards involving the use of power tools and equipment and hazardous materials.

**TESTING REQUIREMENTS:**

Oral interview, background check, drug screen.