

GOLDER RANCH FIRE DISTRICT

EMPLOYEE JOB DESCRIPTION

Position / Rank: *Fleet Maintenance Supervisor*
Reports To: *Assistant Chief – Administrative/Support Service*
Supervises: *Fleet Maintenance Staff*

FLSA: *Exempt*
Status: *Full-time*

Primary Function

Performs, directs and oversees preventative maintenance and routine servicing of GRFD fleet vehicles and mechanical equipment including major and minor repairs and periodical testing of all apparatus and assigned equipment. Works closely with individuals appointed to make vehicle purchases and replacement plans.

Principle Duties and Responsibilities

- Implements and monitors a preventative maintenance program to assure cost effective maintenance and a scheduled maintenance program to provide maintenance by manufacturers specifications.
- Plans and schedules all aspects of a major repair or maintenance projects.
- Assigns, coordinates, prioritizes, and follows through with activities at the unit and supervisory level, so that personnel are appropriately matched to the organizational priorities and job tasks necessary to support the mission of the Fire District.
- Evaluates scope of work to be performed, and determines whether to repair, rebuild or replace various parts or assemblies.
- Maintains complete and accurate records of all apparatus and equipment, showing in detail all work done to the particular vehicle or piece of equipment.
- Trains Fire District personnel in the proper methods of operating apparatus and equipment to insure damage to said equipment would not occur due to improper operations.
- Responsible for budgeting and projections in the Fleet Division; adjusts and controls expenditures.
- Arranges for the purchase and delivery of vehicles, equipment, parts, tools and supplies.
- Performs trouble shooting work to determine and eliminate cause of poor or non-performance.
- Services, maintains and repairs all tools, equipment, appliances, etc. normally carried on fire apparatus.
- Assists in drawing technical and detailed specifications for Fire District apparatus and equipment.
- Maintains a working tool inventory and protects shop equipment from loss.
- Repair, rebuild, maintain and overhaul engines, mechanical, electrical and hydraulic assemblies used in the Fire District.
- Diagnoses electrical or mechanical malfunctions by utilizing electronic test equipment.
- Diagnoses and repairs problems on fire pumps.
- Conducts annual apparatus pump tests as required and also conducts same test after all major repair work to either pumps or engines.
- Installs and maintains a variety of control mechanisms.
- Performs all types of welding.
- Demonstrates an understanding of the District's evaluation process and the ability to objectively evaluate and counsel employees to encourage their development to full capacity.
- Provides subordinates with training opportunities that assist in maximizing their potential.
- Promotes ASE and EVT certifications for self and for all subordinates.
- Maintains a positive and professional image when interacting with employees, vendors, and the general public.

- Demonstrates safe work practices and ensures that a safe work environment is maintained for all shop and field repair activities.
- Complies with the rules, policies and procedures as set forth by the District.
- Comprehends management and employee rights, so to effectively function as a management representative.
- Administers administrative actions using appropriate policies, procedures, and documentation after obtaining input from the Assistant Chief and/or Human Resources Manager.
- Recognizes symptoms of substance abuse, situational or incident related stress, and/or behavioral changes within employees. Identifies correct course of action to be taken, within guidelines established by GRFD policies, so that the workforce remains healthy, focused and substance free.
- Respond to emergency scenes as needed to support district apparatus/equipment maintenance in the even of an equipment failure.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

The following list is provided as an example of the minimum knowledge expectation for the position of Fleet Maintenance Supervisor.

- Knowledge of methods, techniques and procedures involved in maintenance, repairs, and replacements.
- Possess knowledge of the principles of effective supervision and personnel administration and the skills to perform a broad range of supervisory responsibility over others.
- Ability to organize equipment shop personnel assignments to meet work requirements.
- Demonstrates knowledge of the Fire District's budget process and its impact on the division's operating and capital budgets, and District's revenue source.
- Ability to train others in the use and care of Fire District equipment and apparatus.
- Thorough knowledge of mechanical principles related to gasoline and diesel powered equipment and engines.
- Ability to diagnose and repair mechanical and hydraulic equipment.
- Ability to perform motorized equipment repair, maintenance and testing.
- Possess knowledge of safety practices and principles.
- Ability to read and interpret systems reports to aid in management of shop and performance of assigned duties.
- Ability to enter data or information into a terminal, personal computer or other keyboard device.
- Proficiently utilizing a variety of computer software including Microsoft Office - Word, Excel, and Outlook, internet/intranet, and fleet management program.
- Ability to understand and follow oral and written instructions and maintain records.
- Communicate orally in the English language in person in a one-on-one or group setting.
- Self-starter, ability to perform the above specified duties and responsibilities with minimal supervision.

Minimum Qualifications

- High School Graduate or GED equivalent.
 - Five (5) years work experience as automotive mechanic that includes a minimum of three (3) years of work experience as heavy duty truck mechanic and some supervisory responsibility in the automotive repair field.
 - ASE Master Heavy Truck Certification
 - ASE Automotive Certification
- or
- Any combination of education and experience as determined by Human Resources.
- Valid Arizona Driver's License and Commercial Driver's License (CDL) is required.

Preferred Qualifications

- Associates Degree in Automotive Technology, Electronics, Business Administration or other similarly related field from an accredited college.
- Experience utilizing Manager Plus or comparable fleet management program.
- Fire apparatus maintenance and repair experience.
- EVT L-1 Certification
- EVT L-2 Certification
- *EVT Master L-3 Certification (*see "note" below*)

***NOTE: Must obtain Master Fire and Ambulance L-3 EVT certification within 2 years of date of hire.**



GOLDER RANCH FIRE DISTRICT

Physical Requirements/Working Conditions

Job Title: Fleet Maintenance Supervisor

Physical Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers			X	
Talk	Express or exchange ideas verbally				X
Hear	Perceive sound by ear			X	
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees			X	
Crouch/Squat	Bend body down and forward, bending legs and spine			X	
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps			X	
Sit	Sit			X	
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles		X		
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another			X	
Lift	Raise or lower object > 25 lbs. from one level to another			X	
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward		X		
Pull	Drag or tug objects		X		
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium	X			
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands			X	
Distinguish Color	Ability to distinguish color			X	
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand		X		
Grasping	Applying pressure to an object with the fingers and palm		X		
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
Mental / Cognitive Activity	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas			X	
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing			X	
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			X	

Environmental Conditions	Definition	Never	Occasionally (activity or conditions exist 0-2.5 hrs/day)	Frequently (activity or conditions exist 2.5-5.5 hrs/day)	Constantly (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes		X		
	Subject to outside environmental conditions – no effective protection from weather			X	
	Activities occur inside and outside			X	
	Subject to extreme cold (typically below 32°)		X		
Atmospheric Conditions	Subject to extreme heat (typically above 100°)			X	
	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation			X	
Noise	Worker is required to wear a respirator	X			
	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body		X		
	Exposure to moving mechanical parts, moving vehicles, electrical current			X	
Hazards	Working on scaffolding and high places		X		
	Exposure to chemicals			X	
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids			X	
	Worker is required to function in narrow aisles or passage ways		X		
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients		X		

Physical Requirements Checklist

- SEDENTARY**
 - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
 - Sitting most of the time.
- LIGHT**
 - Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
 - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
 - Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
 - Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
 - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

This job description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. It does not imply that all positions within this class will perform all the duties listed, nor does it attempt to list all possible duties that may be assigned.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.

Approved by: _____
Hiring Authority Signature and Date

Employee: _____
Employee Signature and Date

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