



Nevada County Consolidated Fire District

640 Coyote Street, Nevada City, CA 95959

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POSITION DESCRIPTION

- POSITION:** Service Technician, Non-Safety
- CLASSIFICATIONS:** Regular Employee
Part-time, Full-time, Classified, Permanent
Non-Management, Non-Exempt
- SUPERVISOR:** Reports to Fire Mechanic I / Fire Mechanic II
- COMPENSATION:** See District Wage and Compensation Schedule

DEFINITION

Service technician works under immediate supervision, works with mechanic's and performs a variety of maintenance tasks while learning. The class of mechanic assistant performs basic mechanical work in the maintenance and repair of the Department's fleet such as passenger cars, trucks, fire equipment, and fire apparatus.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the next higher classification of Fire Mechanic I and II in that the latter is an advanced journey-level classification responsible for a more complex level of mechanical work. The classifications of Fire Mechanic I and II are alternately staffed positions.

EXAMPLES OF DUTIES

Depending upon assignment duties may include, but are not limited to, the following:

- Perform a variety of basic servicing, maintenance, and repair work on the Department's vehicles including fire apparatus, involving all mechanical, electrical, and hydraulic components, parts, and accessories.
- Learns and assists in the performance of various tasks involved in the maintenance and repair of gas and diesel-powered equipment; under direction of the Fire Mechanic II.
- May assist in the installation of specialized equipment such as Code 3 equipment, communication systems, and traffic control devices.
- May operate welding equipment in making repairs and fabricating special parts and tools.
- May perform road tests to check vehicles for proper operation of suspension, drive train, electrical systems, and air, hydraulic, and secondary brake systems.

EXAMPLES OF DUTIES (continued)

- May assist in periodic inspections of equipment and apparatus at fire stations.
- Maintain and repair Shop equipment and clean Shop area.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school or passing of the General Education Development (GED) Test, and one year of experience performing minor automotive repair work or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

- Current principles, methods, tools and equipment used in the maintenance of automobiles and light and heavy trucks.
- Basic computer programs (such as Microsoft Word and Excel), email, and Internet use.
- Fundamentals of technological equipment necessary in the performance of duties.
- Safety practices and procedures in shop environment.

Ability to:

- Use repair manuals in hard copy and electronic formats.
- Ability to understand and carryout verbal and written instructions
- Perform moderate to heavy physical labor for extended periods.
- Respond promptly to call-backs.
- Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions/Physical Demands: Work is performed indoors and outdoors, with exposures to inclement weather, dust, grease and noise; incumbent will have regular contact with staff and the public. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, climbing, grasping, and repetitive hand movement and fine coordination. The incumbent should have normal manual dexterity and eye-hand coordination; and corrected hearing and vision to normal range, and must be able to lift, push, and pull objects weighing up to 50 pounds without assistance and 70 pounds with assistance. The incumbent will be driving Department vehicles.

Required License: Must possess a valid, Class C California driver's license at the time of hire. Must acquire a California license appropriate to operate all District vehicles within six (6) months of employment, and must maintain a safe driving record.

Pre-Employment Requirements: The candidate will be required to complete and pass a background check, Live Scan fingerprint, and medical examination.

Conditional Job Offer Candidate:

I have read and I understand the duties and responsibilities listed above. I agree to execute the tasks in accordance with my employment agreement.

Signature

Date

The Nevada County Consolidated Fire District is fully committed to Equal Employment Opportunity and to attracting, retaining, developing and promoting the most qualified employees without regard to their race, gender, color, religion, sexual orientation, national origin, age, disability, veteran status or any other characteristic prohibited by state or federal law. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity.