

Golden State Emergency Vehicle Service, Inc. Job Description

Job Title: Fire Mechanic I
Department: Shop
Reports To: Shop Supervisor
FLSA Status: Non-Exempt

Summary: Under general supervision of the Shop Supervisor, the Fire Mechanic I performs major and minor repair work on fire apparatus and related fire emergency equipment.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Communicates with the Shop Supervisor and Lead Fire Mechanic.
- Uses manual techniques or computerized systems to diagnose operation problems.
- Maintains, diagnoses and makes necessary repairs on fire apparatus and related fire emergency equipment such as ladder trucks, engine trucks, air/light trucks, brush trucks and ambulances.
- Tests, troubleshoots, adjusts and repairs water pumps, valves, aerial, brake components, electrical systems and other related mechanical devices.
- Makes brake adjustments.
- Modifies and fabricates parts such as equipment and tool mounts, brackets and shelving.
- Uses screwdrivers, wrenches, air powered tools, etc. in completing repair work.
- Works with brake cleaners, solvents, hydraulic fluid, engine and transmission fluids, brake fluids, diesel fuel, gasoline etc.
- Moves heavy objects, such as 15" brake drum assemblies, clutch and flywheel assemblies and hydraulic components of height distances greater of 10 feet.
- Performs equipment repair and maintenance on firefighting apparatus as well as repairs firefighting systems, pumps, valves and aerial ladders.
- Performs oil changes and replaces filters and fluids as part of the preventative maintenance on fire apparatus.
- Performs steam cleaning on fire apparatus in order to clearly view the areas determined to be inspected or repaired.
- Keep accurate maintenance records.
- Reviews work orders and apparatus maintenance logs.
- Cleans work areas and polices all areas of the shop as needed.
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

Supervisory Responsibilities: This job has no supervisory duties.

Measures of Performance: The Fire Mechanic I shall be considered to be performing in an acceptable manner when the following have been accomplished:

1. *Ethics* – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
2. *Interpersonal Skills* – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. *Teamwork* – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Listens and responds constructively to other team members' ideas; Offers support for others' ideas and proposals; Is open with other team members about his/her concerns; Expresses disagreement constructively.
4. *Dependability* – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
5. *Adaptability* – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent changes, delays, or unexpected events.
6. *Attendance/Punctuality* – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
7. *Quantity* – Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
8. *Quality* – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
9. *Planning/Organizing* – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
10. *Safety and Security* – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

11. *Technical Skills* – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others; Effectively applies technical knowledge to solve a range of problems; Possesses an in-depth knowledge and skill in a technical area; Develops technical solutions to new or highly complex problems that cannot be solved using existing methods or approaches; Is sought out as an expert to provide advice or solutions in his/her technical area.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); or two years experience as an entry level mechanic including heavy duty truck maintenance, repair and/or training; or equivalent combination of education and experience. Experience in the repair and maintenance of fire apparatus or fire pumps and valves is preferred.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports, and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of basic office equipment should include: Internet and email, copy and fax machines, postage meter and telephone.

Certificates, Licenses, Registrations: A current CA Class C driver's license and proof of auto insurance are required. Certification as an Automotive Service Excellence (ASE) preferred. Must possess a basic set of hand tools and a rollaway box.

Physical and Emotional Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is frequently, required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 75 pounds. specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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

The noise level in the work environment is usually loud. The employee works near moving mechanical parts and is exposed to fumes, particles and toxic or caustic chemicals. The employee occasionally works in outside weather conditions and is exposed to wet, hot and/or humid conditions.

Acknowledgements: I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the "Essential Requirements" of the job outlined herein, except as noted here (If none, so state): _____

I certify that I am fully capable (with or without a reasonable accommodation) of performing all of the essential functions documented herein, and I do not have a physical or mental disability that would jeopardize the health and or safety of my co-workers.

- I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.
- I require an accommodation in order to perform the essential function of this job as indicated on this job description. The accommodation I require is:

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

I understand that I am an exempt employee and therefore, may be required to work in excess of 40 hours per week without overtime compensation.