



# West Licking Joint Fire District

## Position Description Vehicle Maintenance Technician I

<b>FLSA Status:</b> Non-Exempt	<b>Reports To:</b> Fire Chief
<b>Position Type:</b> Regular, Part-Time	<b>Schedule:</b> 25 – 29 Hours Per Week
<b>Date Position Description Effective:</b>	<b>Approved By:</b> Board of Trustees
<b>Note:</b> This position is typically scheduled for no more than five (5) hours per day, Monday through Friday. However, this schedule may be adjusted by the Fire Chief to meet business needs.	

### General Description

Under the general supervision of the Fire Chief and/or his/her designee, this is a public service position based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and make responsible decisions in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. The Maintenance Technician is responsible for the regular daily maintenance and emergency repair of West Licking Joint Fire District ("the District") vehicle fleet. This position is also responsible for assisting with the development and implementation of the District's maintenance policies and ensuring compliance with regulations and industry standards. This position has a great deal of discretion and is directly responsible for the maintenance of vehicles, as assigned by the Fire Chief and/or his/her designee.

### Essential Job Duties

95% Assist with the development, implementation, and review of the District's maintenance goals and objectives; assist with the development, creation, and application of the annual maintenance budget; create, or assist with creating, the written specifications for new apparatus, vehicles, equipment and/or supplies; make purchase recommendations to the Fire Chief based on these specifications; assist the Fire Chief with pre-planning disaster responses; maintain records and prepare reports on a variety of subjects as appropriate or directed; assist with the maintenance of the inventory system for supplies and equipment and act as a point of contact for employee concerns regarding inventoried items; complete other duties as assigned; supports the maintenance program that addresses the District's equipment, vehicles, apparatus, and facilities; reviews and processes Maintenance Request forms received from employees; obtain bids for repairs for as needed; coordinate the delivery and retrieval of equipment and apparatus for repairs; Performs &/or coordinates repair & replacement of major parts on cars, trucks & equipment &/or Utility Terrain Vehicles (UTV's), performs routine service & maintenance (e.g., lubrications, oil changes, spark plug replacements, filter replacements, tire changes, cooling system servicing) & repairs & replaces minor worn out parts (e.g., hoses, fan belts & other replaceable components); services vehicles in field or on road, performs minor repairs &/or transports parts; cleans garage area; maintains records of service or maintenance performed; operates trucks &/or snow plow; washes vehicles or equipment; pumps gasoline; performs preventive maintenance & service (e.g., tunes gas &/or diesel engines; inspects engines checking for leaks, worn or close components, fluid levels, belt & hose conditions &/or mounting; inspects underbody checking for leaks, loose or worn components in suspension, steering &/or drive train; inspects brakes looking for loose or worn components, proper adjustments &/or leaks; changes fluids; operates electronic system scope) on cars, trucks & equipment (e.g., mowers, tractors, fire pumps, weed eaters, generators) & repairs, rebuilds &/or replaces major parts (e.g., carburetor, alternator, water or fuel pump, clutches, brake systems, exhaust systems) &/or UTV's; performs &/or coordinates minor repairs or miscellaneous mechanic



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work (e.g., inspects tires/wheels looking for damage, leaks or wear; cleans or replaces diesel injectors; adjusts valves; performs minor body repair work; replaces shocks; repairs or replaces hydraulic pumps or systems; installs snow plow blades; repairs hydraulic systems); maintains records of repairs & maintenance; (e.g., daily time sheets); orders &/or picks up parts; provides service & repair of vehicles & equipment on emergency basis; &/or makes onsite service/outpost calls (e.g., replaces flat tire; repairs air leak in brake system; repairs wear items on heavy equipment; performs guardrail replacement); operates welding torches in order to repair snow plow blades, truck bodies &/or related equipment, cleans garage area, equipment &/or tools; mows grass &/or operates snow plow, tow truck or other equipment; pumps gasoline; attends training schools; safety meetings, mechanic meetings or related meetings; operates motor vehicle in order to transport equipment/materials/supplies to & from job sites; In addition, diagnoses electronic engine control systems (e.g., engine control modules, anti-lock brake systems, medium & heavy duty automatic transmission engine control modules) using scan tools, lap-top computers & available software, repairs systems using up to date diagnostic equipment, identifies, troubleshoots & repairs/replaces engine electronic sensors, & troubleshoots, repairs; Repairs, rebuilds &/or replaces minor & major parts (e.g., electrical system components, alternators, water or fuel pumps, clutches, brake systems); adjusts valves & performs preventive maintenance & service on vehicles & equipment; performs miscellaneous mechanic work (e.g., body repair work; repairs or replaces tires; cleans or replaces diesel injectors); provides service & repair of vehicles & equipment on emergency basis; Schedules maintenance & repairs of equipment; maintains repair or service records; attends training schools; updates shop manuals & parts books; edit & retrieve data from computer systems; performs inventories of machinery & heavy equipment &/or orders & picks up parts & supplies; Cleans garage area, equipment &/or tools.

5% Attend and participate in industry related meetings as appropriate or directed; Attend and participate in internal meetings as appropriate or directed; Apply the requirements of the applicable NFPA and OSHA standards to the District's operations; Develop and maintain good working relationships with various internal and external customers as appropriate or required; Assist with specials projects as appropriate or required. Project topics could include maintenance program compliance, District facilities, and other subjects related to the operation of the District; other duties as assigned.

### Major Worker Characteristics

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- ✓ Knowledge of employee training & development.
- ✓ Knowledge of applicable laws, including departmental operating policies and procedures, industry regulations.
- ✓ Knowledge of auto mechanics safety practices associated with repair of vehicles &/or equipment (e.g., Ohio Safety & Health Administration automotive safety practices, original equipment manufacturer standards, etc.).
- ✓ Knowledge of NFPA and OSHA standards.
- ✓ Ability to read and write the in English language.
- ✓ Ability to add, subtract, multiply, divide, and calculate percentages.
- ✓ Ability to speak and hear clearly.
- ✓ Ability to sit or stand for up to 4 hours at a time.
- ✓ Ability to bend, twist, stoop, stand, reach, crawl, ascend or descend stairs, reach, pull, or lift on a frequent basis.
- ✓ Ability to maintain confidentiality.
- ✓ Ability to communicate effectively in person, in writing, using portable radios, and over the telephone.



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- ✓ Ability to multi-task and exercise sound judgment to complete job tasks by the assigned deadline.
- ✓ Ability to make independent decisions and recommendations.
- ✓ Ability to achieve continued professional growth and development.
- ✓ Ability to utilize computer programs, including but not limited to: Microsoft Word, PowerPoint, Excel, and Outlook and to learn new software programs as needed or required.
- ✓ Ability to use a personal computer.
- ✓ Ability to understand system of mechanical procedures.
- ✓ Ability to work alone on most tasks.
- ✓ Ability to understand system of mechanical procedures.
- ✓ Ability to understand technical manuals.
- ✓ Ability to use limbs/fingers easily to perform manual functions.
- ✓ Ability to lift, raise, pull, elevate, etc. and/or use mechanical equipment to transport automotive parts or tires up to 50-100 lbs.
- ✓ Ability to independently lift 50 pounds of automotive parts, equipment, and/or tires from the floor to the waist, waist to shoulder, shoulder to overhead.
- ✓ Ability to carry 50 pounds for 50 feet.
- ✓ Ability to physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, on gravel, over unimproved paths and roadways, on flat surfaces, tile, carpet).
- ✓ Ability to exert force to elevate objects of varying weight and size (lifting equipment and tools, humans, protective equipment).
- ✓ Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles).
- ✓ Ability and dexterity to work with fire suppression and emergency medical equipment and supplies.
- ✓ Ability to exert enough force to move stationary objects toward or away from their former position (i.e., humans, pull carts, equipment, push carts, lifting objects).
- ✓ Ability to manipulate hands, fingers, and wrists or to duplicate the following activities (grasping, holding heavy weights, keyboarding, pushing buttons, and repetitive movements) by other means.
- ✓ Visual acuity to distinguish from short and long distances and define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings safety hazards).
- ✓ Auditory acuity to hear, differentiate and evaluate varying sounds (pager, radio, or communication equipment, safety warnings) from close and fair distances.
- ✓ Ability to use welding equipment.
- ✓ Ability to perform data entry for tracking parts, maintenance, vehicle hours, etc.
- ✓ Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- ✓ Skill in operating hand and power tools related to repair and maintenance of vehicles and equipment.

### Minium Job Qualifications

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- ✓ High School Diploma **OR** equivalent and/or college degree in related field
- ✓ Six (6) to twelve (12) months training or experience in automotive mechanics, automotive repair and maintenance of variety of vehicles or equipment



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- ✓ Automotive Service Excellence Certification in at least four (4) areas, two (2) of which must be engine repair & engine performance; heavy duty brakes; safety practices associated with repair of vehicles &/or equipment.
- ✓ Emergency Vehicle service certification within two (2) years from date of hire
- ✓ Pre-employment physical examination
- ✓ Valid Ohio Driver's License
- ✓ Background check and polygraph examination \*\*(External Applicants Only)

### Working Conditions

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- ✓ Part time - maximum of twenty-nine (29) hours per week Monday thru Friday (flexible work week schedule may be available).
- ✓ This position may be on-call as needed 24 hours Sunday thru Saturday weekly.
- ✓ While performing the duties of this job, the employee is frequently required to use hands to handle and feel objects, tools and/or controls; employee is required to stand, walk, sit or reach with hand and arms, climb or balance, stoop, kneel, crouch, crawl, etc.; specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- ✓ While performing the duties of this job, the employee regularly works in outside weather conditions, including temperature extremes, during day and night shifts. Work may be performed in emergency and stressful situations. Individuals may be exposed to hearing alarms and hazards associated with apparatus on scenes fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
- ✓ The employee occasionally works near moving mechanical parts, in high, precarious places and may be occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. It is reasonably anticipated that the individual may be exposed to blood-borne pathogens and other infectious materials in the course of their duties.
- ✓ May be exposed to dirt, loud noise, grease, dust, gas fumes & other unpleasant conditions.
- ✓ The noise level in the work environment is usually moderate.
- ✓ The employee will work outside and be exposed to weather conditions (e.g., rain, wet, humid, hot, cold, freezing, snow, inclement weather, etc.).
- ✓ The employee must maintain a valid Ohio Driver's License in order to operate department vehicles.

### General Provisions

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- ✓ Employees must be able to perform the essential job functions of this position with or without reasonable accommodation(s).
- ✓ Duties outlined in this job description are intended only as illustrations of the various types of work which may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment of the position.
- ✓ \*External candidates will be required to successfully complete pre-employment physical examination, pre-employment polygraph examination, pre-employment background check, pre-employment drug/alcohol testing prior to final offer of employment.



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### Acknowledgement

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I hereby certify that I am capable of performing all the job duties included herein, with or without reasonable accommodation, and possess all of the skills and abilities required.

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Print Employee Name

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Employee Signature

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Date

\_\_\_\_\_  
Witness Name

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Witness Signature

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Date