



Central Lyon County Fire Protection District Job Description Mechanic I

Definition:

Under the general guidance of the Fleet Manager, performs a variety of skilled and semi-skilled tasks to repair and maintain automobiles, trucks, apparatus, and a variety of equipment, machines, and tools. Work is performed both in the field and the fire station/shop, as necessary.

Example of Duties and Responsibilities:

- Plans, carries out, and evaluates preventive maintenance inspections for vehicles and mechanical equipment or systems, either personally or through outside vendors.
- Performs diagnostic inspections and tests on defective or malfunctioning vehicles and equipment using motor analyzers, pressure gauges, chassis charts, factory manuals, and related diagnostic tools.
- Performs maintenance on, overhauls, and repairs a variety of vehicles and equipment, diesel and gasoline engines, including complete engine overhauls, standard and automatic transmissions, clutch and brake systems, generator and starter systems, distributors, differentials and drive systems, pumps, steering systems, hydraulic systems, and other major automotive and equipment systems.
- Monitors condition of vehicles and equipment and performs periodic safety inspections; operates vehicles and equipment to test operating condition and/or to transport for repair.
- Estimates costs of repairs using alternate methods and resources; following an analysis of alternatives, recommends use of outside shops and the replacement of equipment as appropriate; monitors expenditures for parts and outside services to ensure compliance with budgets; accounts for variances between projected and actual expenditures.
- Provides emergency field assistance to malfunctioning equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Maintains a high level of communication and strong working relationships with Battalion Chiefs, Career Staff, Volunteer Station Coordinators, Volunteer Firefighters and support staff to obtain and relay information and ensure that repair and maintenance problems are resolved efficiently.
- Contacts outside vendors and contractors as needed to order supplies and equipment or to arrange for special services; meets with salespeople regarding supplies and equipment purchases.
- Keeps records of time worked, equipment, parts, and supplies used on each project. Accurately maintains and completes all required paperwork and documentation.
- May perform general maintenance work in the upkeep of fire department property, buildings, and equipment.

Knowledge and Ability:*Knowledge of;*

- Methods, materials, tools, equipment, practices, and procedures used in vehicle and equipment repair and maintenance;
- Principles, workings, and parts of gasoline and diesel engines, electronic controls, electrical systems, fuel and hydraulic systems, transmissions, generators, pumps,
- Welding techniques;
- Hazards and safety precautions used in maintenance and repair activities.

Ability to;

- Operate motorized vehicles for testing and diagnostic purposes;
- Operate power and hand tools and equipment for vehicle and equipment repair and maintenance; e.g., jacks, hydraulic lifts, hoists, gauges, air tools, electronic vehicle diagnostic equipment;
- Establish and maintain effective preventive maintenance programs, policies, and procedures;
- Maintain accurate and timely record keeping procedures;
- Read, understand, and apply technical manuals;
- Complete assigned projects independently and in a timely manner;
- Work independently in the absence of supervision;
- Communicate effectively orally and in writing;
- Establish and maintain effective working relationships with employees, supervisors, vendors, and the public; and
- Use a personal computer, telephone, and mobile or portable radio.

Desired Attributes:

- Communicates with both internal and external customers including cooperators, landowners, and the public.
- Demonstrates decision-making capabilities.
- Works independently under general supervision.
- Demonstrates leadership skills by taking initiative.
- Completes accurate reports in a timely manner with attention to detail under minimal guidance.

Minimum Qualifications/Conditions of Employment:

- Graduation from High School or a GED certificate.
- Two years of progressively responsible experience performing automotive and/or equipment maintenance or repair that includes specialized training in automotive or engine technology.
- Possess at least one ASE Automotive and/or Heavy/Medium Truck certification(s) or obtain at least one within 1 year of hire.
- Possess a Nevada Class A or B commercial driver's license or obtain an "F" endorsement within 6 months of hire.

- Have own maintained tools including a variety of hand and air, and/or battery powered tools that are appropriate for maintaining and repairing Light and Medium duty fleet and Medium/Heavy Trucks, and appropriate toolboxes to store and lock tools.

Desired Qualifications:

- Previous experience with fire apparatus, pumps and rescue equipment, and ambulances.
- One year of experience (or specialized training) in maintenance and repair of buildings and grounds such as carpentry, plumbing, electrical or other semi-skilled trades.

Physical Requirements:

The physical and mental requirements described here are representative of those that an employee must meet to successfully perform the essential functions of the job.

Strength, stamina, and agility to frequently sit, lie on back, and perform repair tasks; to be in awkward positions for periods of time; to stoop, squat, bend, kneel, crouch, crawl, climb, or balance. Strength and stamina to carry, lift, loosen, push, and pull various mechanical and automotive parts and equipment, and use hands to finger, handle, reach, tighten, feel or operate objects, hand and power tools, or controls. Frequent lifting and/or moving of objects up to 30 pounds and occasional moving of objects up to 100 pounds. Specific vision abilities required include close vision, color vision, and the ability to adjust focus. Hearing acuity is sufficient to be able to differentiate subtle changes in engine sounds. Position must be able to communicate over the noise of engines and motors.

In compliance with applicable disability laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodation with the employer.

Working Conditions:

Most of the work is performed in a fire station and/or outside. Frequent exposure to outside conditions such as extremes of hot and cold, wet and/or humid conditions, dust, grease, fumes, and toxic or caustic chemicals. Incumbents frequently work near moving mechanical parts and are exposed to loud engine noise. Frequent exposure to petroleum product vapors as well as skin contact with petroleum products. Occasionally assigned to work independently in isolated geographic areas.

FLSA STATUS:

Non-Exempt

Nevada State PERS Retirement

Regular Member

In compliance with applicable disabilities laws, reasonable accommodation may be provided for qualified individuals with a disability who require and request such accommodation. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

I, _____ (print name)

have received a copy of my job description.

Signature

Date

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