

# APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

## FIRE MECHANIC I

**Revision #**

**Date:** 9/12/2005

**Approved By:** *Signature on File*

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**Reports to:** Fleet Services Manager

**Supervisory Position:** No    **PFA:** No    **Safety:** No    **FLSA Exempt:** No

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### **General Position Description**

Performs duties under general supervision to repair, maintain, and service automotive, non-automotive, and heavy equipment; and to perform related duties as required.

### **Principle Duties and Responsibilities**

- Inspects and diagnoses mechanical defects in mechanical equipment, including diesel engines, gasoline engines, transmissions, fire pumps, hydraulic ladder equipment, and other equipment typical to vehicles and fire apparatuses.
- Performs repair and maintenance work on vehicles and heavy equipment, including brake work, chassis work, transmissions, electrical work, fuel systems, cooling systems, emission control systems, and welding.
- Schedules and performs preventative maintenance on district vehicles, including inspections, changing oil, greasing, and tune-ups.
- Operates units after repairs are complete to ensure good working order and that problems were corrected.
- Installs necessary specialized equipment in vehicles as needed for various departmental operations.
- Maintains adequate inventory of parts, supplies and tools needed to properly service vehicles and equipment.
- Maintains shop repair records, vehicle files, tool inventory lists, and material safety data forms.
- Works with various division heads in scheduling repairs, prioritizing work items, and determining need for repair work to be done by specialty shops.
- Consults with vehicle or equipment operators to assist in diagnosing problems and facilitating repair procedures.
- Assists in safety inspection program for all vehicles.

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- Delivers vehicles to dealerships and specialty shops. Picks up parts and supplies as needed.
- Researches suppliers for quality of work on needed servicing and prices available on replacement parts.
- Keeps tools and equipment stored in appropriate locations, and keeps shop clean and neat.
- Performs work as assigned by supervisor.
- Organizes and records bi-weekly safety meetings.
- Inputs daily log into computer.
- Organizes and maintains MSDS book
- Ability to maintain basic shop operations in absence of upper Shop management.

**Minimum Qualifications**

As established in District Personnel Policy P-5.

**Description of Duties, Abilities and Work Environment**

Reference: Description of Duties, Abilities and Work Environment for Non-Safety Personnel Category II.