

APPLE VALLEY FIRE PROTECTION DISTRICT JOB DESCRIPTION

FIRE MECHANIC II

Revision #

Date: 9/12/2005

Approved By: *Signature on File*

Reports to: Fleet Maintenance Manager

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

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

- Inspect and diagnose 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 vehicles with specialized equipment 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 the repair procedure.
- 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 appearing.
- Performs related work as assigned by supervisor.
- Assumes oversight of Maintenance Shop operations in absence of Fleet Services Manager.

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.