

GRANT COUNTY FIRE DISTRICT NO. 8

POLICY

Effective Date:

Approved by: Board of Commissioners

Replaces:

Last Reviewed Date:

Also See: Employee Handbook

Last Reviewed by: Commissioners

POL 4.1.15 - MECHANIC JOB DESCRIPTION

POLICY: The Mechanic position is established to provide mechanical work in the repair, overhaul, and maintenance of light and heavy automotive equipment, trucks, fire apparatus, ambulances, and non-automotive equipment.

SCOPE: This policy is applicable to the Mechanic of the District.

RESPONSIBILITY:

1. The Fire Chief or designee shall ensure adherence to this policy.
2. The Mechanic will adhere to this policy.

Job Summary

The Mechanic position establishes priorities on vehicle and equipment repairs, diagnoses problems, performs repairs, and overhauls and rebuilds gas and diesel engines. This position is responsible for preventative maintenance and is considered a public safety position based on the critical and time sensitive importance of properly functioning vehicles and equipment to the District's mission to protect life and property.

Supervision Received

1. The Mechanic shall report directly to the Fire Chief and may receive direction from the Assistant Chief and/or a Battalion Chief.
2. The Mechanic shall be required to work without direct supervision.

Supervision Exercised

1. Supervision is not a typical function assigned to this position.
2. The Mechanic may provide training and orientation to newly assigned personnel on District policies and practices.
3. This position may provide instruction on the operation, use, and care of vehicles and equipment.

Essential Duties and Responsibilities

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Receives work requisitions and prioritizes repair and preventive maintenance work.
2. Diagnoses mechanical and electrical problems in light and heavy automotive equipment, fire apparatus, EMS vehicles, and non-automotive equipment.
3. Performs major tune-ups, overhauls, and rebuilds gas and diesel engines, if necessary.
4. Repairs differentials, transmissions, clutches, electrical systems, drive trains, suspensions, hydraulic systems, and equipment tracks.
5. Inspects, adjusts, and rebuilds brakes, including air brake systems; rebuilds wheel cylinders and master cylinders.
6. Fabricates and modifies new parts for vehicles and equipment; operates cutting torch, arc welder, lathe, and hydraulic press.
7. Performs on-site maintenance and minor repairs of District equipment; lubricates, oils, changes filters, fuels, greases, and replaces parts.

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8. Prioritizes services and repairs to be performed outside of District repair facility.
9. Coordinates mechanical duties and responsibilities with the work performed by contractors and vendors
10. Performs work in accordance with federal, state, and City employment and safety laws, rules, and standards.
11. Assists with specifications, design, and conducts acceptance inspections on new fire and EMS apparatus.
12. Manages procurement of necessary equipment, materials and supplies necessary to perform the job duties.

Other Job Functions

1. Operates fire apparatus.
2. Maintains proficiency by attending training conferences and meetings, reading related publications, and meeting with others in area of responsibility.
3. Assists others in the District when needed.
4. May serve on District wide committees.
5. Maintains work areas in a clean and orderly manner.

Training

1. Attends continuing education conferences/seminars as needed to maintain required knowledge

Job Qualifications

To perform this job successfully, an individual must meet the minimum qualifications listed below, which are representative of the knowledge, skill, and/or ability required to perform this job.

Education/Experience

- High School Diploma or a General Education Degree
- Minimum of three (3) years related experience and/or training or an equivalent combination of education and experience

Certificates/Licenses

- Washington State Driver's license
- Ability to obtain and maintain Washington State Commercial Driver's license (CDL) within a year

Knowledge, Skills, and Abilities

Knowledge

- Thorough knowledge of the principles of gas and diesel engines;
- Thorough knowledge of vehicle and equipment servicing requirements and methods;
- Knowledge of work-related hazards and safety practices; and
- Knowledge of storekeeping methods, practices, inventory control, and record keeping.
- General knowledge of public procurement rules relating to purchases of equipment, materials, and supplies.

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Skills

- Skill in the use of tools and equipment used in engine repair and adjustments;
- Skill in the use of testing equipment including diagnostic equipment and electrical charging testers;
- Skill in the use of an arc welder, cutting torch, metal lathe, and hydraulic press; and computer software for diagnosis;
- Skill in operating vehicles and heavy equipment.

Abilities

- Ability to diagnose mechanical and electrical defects in trucks and heavy equipment;
- Ability to overhaul all major components of gas and diesel engines;
- Ability to repair brake systems, transmissions, differentials, clutches, electrical systems, drive trains, suspensions, tracks, and hydraulic systems;
- Ability to use a computer in tracking work;
- Ability to communicate both orally and in writing;
- Ability to carry out oral and written instructions, and to read instruction manuals; and
- Ability to establish and maintain cooperative working relationships with the public, volunteers, and employees.

Other Job-Related Requirements

- Must be eligible to work in the United States
- Must be a minimum of 18 years of age at time of hire
- Must be able to read, write, and verbally communicate in the English language
- Must be able to pass post job offer pre-employment drug screening in compliance with state law

Physical Abilities

- Frequently stand, walk, use hands to operate tools and equipment, grasp controls, reach with hands, lift and move up to 50 pounds
- Regularly speak, hear
- Occasionally sit, climb, stoop/crouch, crawl, taste, or smell, lift and move up to 100 pounds
- Clearly see 20+ feet, with or without corrective lenses and differentiate between colors (no color blindness), have depth perception and peripheral vision
- Maintain CDL physical standards

Mental and Other Skills/Abilities

- Adaptability: ability to adapt to changes, delays, or unexpected events in the work environment; ability to manage competing demands and prioritize tasks; ability to change approach or method to best fit the situation;
- Analytical Ability: ability to maintain focus for extended periods of time; ability to complete research projects with resourcefulness and persistence; ability to synthesize complex or diverse information; ability to use intuition and experience to complement existing data

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- Computer/Technical Ability: **Must** have basic knowledge of computer maintenance; working knowledge of standard computer programs.
- Dependability: ability to follow instructions, both in written and verbal format; ability to respond to management direction; ability to complete tasks on time or notify the appropriate person with an alternate plan when necessary
- Interpersonal Skills: ability to maintain satisfactory relationships with others; provide excellent customer service; possess a good overall understanding of appropriate human relations; ability to treat others with courtesy and respect
- Judgment: ability to make prudent and timely decisions; ability to exhibit sound and accurate judgment; ability to explain reasoning for decisions
- Language Ability: ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Mathematical Ability: 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 to draw and interpret bar graphs
- Motor Coordination: the ability to coordinate eyes, hands, fingers, and feet accurately and handle precise movements
- Problem Solving Ability: ability to identify and/or prevent problems before they occur; ability to formulate alternative solutions to problems when necessary; ability to transfer learning from past experiences to new experiences of similar nature
- Quality Management: ability to complete duties, on time and with absolute precision, at least 95% of the time; ability to edit the accuracy and thoroughness of one's work as well as the work of others; ability to constructively apply feedback to improve performance; ability to generate ideas to improve and promote quality in work
- 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

Workplace Environmental Conditions

The majority of work takes place inside of vehicle maintenance buildings with exposure to dirt, oil, grease, fumes, noise, and chemicals. Occasionally, this position works on-site and is subject to all types of weather conditions and terrains on a year-round basis. The Mechanic is subject to emergency on-call response after normal duty hours.

- General Work Environment: work may be performed in various settings such as an office, vehicle, or outdoors
- Noise Conditions: exposed to constant or intermittent sounds at a quiet to loud level depending on the duties being performed
- Heat: subject to high temperatures due to either outdoor weather conditions, including humidity, or while responding to and working to suppress fires
- Cold: exposed to low temperatures due to outdoor weather conditions including rainy, wet conditions

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- *Injury Exposure:* exposed to workplace hazards while responding to and working on emergency and fire calls
- *Atmospheric Exposures:* exposed to dusts, fumes, vapors, or mists, toxic or caustic chemicals; risk of electrical shock; vibration; may work in high, precarious places; may work near moving mechanical parts

NOTHING CONTAINED IN THIS JOB DESCRIPTION OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THIS JOB DESCRIPTION FOR THIS DISTRICT AND ANY OTHER WRITTEN POLICIES OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE JOB DESCRIPTION AND DISTRICT POLICIES WITHOUT NOTICE AT ANY TIME.