

FORT MOJAVE MESA FIRE DEPARTMENT

STATION NO.92



Now Hiring!

Full-Time Mechanic Assistant

Benefit Highlights:

Dept Paid Health insurance
(100% Employee/75% Dependent)

AZ State Retirement System

\$50K - Dept. paid life insurance

40 hour work week

Advancement opportunity

*Open Until Filled
Apply Today!!*

***Join Fort Mojave
Mesa Fire District***

***Annual Salary Range:
\$65,900 - \$80,200***



Visit Our Website to learn more : www.fmmfd.org

Full requirements & job description
available on website.



Fort Mojave Mesa Fire District

Fort Mohave, Arizona

has an opening in our fleet division for an

Mechanic Assistant

Annual Salary Range \$65,900 - \$80,200

<http://www.fmmfd.org>

Fort Mojave Mesa Fire District is accepting applications for the position of Mechanic Assistant. This position will develop fleet mechanic experience under the guidance of our Lead Mechanic for a career in the fire service fleet maintenance division. The District has one available position and the position will remain open until filled.

Minimum Qualifications:

- ☐ 18 + years of age with high school diploma or equivalent
- ☐ Valid Driver's License
- ☐ 2 years experience in automobile or truck repair or degree/certificate with emphasis in automotive or heavy equipment repair.
- ☐ Pass background check and medical screening including drug testing
- ☐ Supply own basic tools and locking roll away toolbox.

Desirable Qualifications:

- ☐ Any light duty or truck ASE certificates;
- ☐ Any Emergency Vehicle Technician Certification Commission (EVTCC) Level II or higher certifications;

Benefit Highlights:

**Department paid health insurance –
100% Employee / 75% Dependents**

AZ State Retirement System

\$50,000 – Dept. paid life insurance

40 hour work week

Advancement opportunity

On-the-job training

Educational opportunities

Paid time off and sick leave

How to apply:

Send cover letter and resume addressing at least the minimum qualifications listed above

To: info@fmmfd.org **Subject:** Mechanic Assistant Position

The most qualified applicants will be invited to complete an official employment application and to attend a structured oral interview panel with the Lead Mechanic and the Assistant Fire Chief or Chief appointed designee(s). The Fire Chief will make the final selections from the list generated from the process. The candidate chosen for the position will then go through a pre-employment background check and physical.



STANDARD OPERATING GUIDELINES

Created
09/01/2025

Approved: _____

JOB DESCRIPTION MECHANIC ASSISTANT

Classification: Mechanic Assistant
Department: Fleet Division
Accountable To: Lead Mechanic
FLSA Status: Non-Exempt

Position Summary:

Under the guidance of the Lead Mechanic, the Mechanic Assistant is responsible for performing both skilled and semi-skilled service, repair, and preventative maintenance on automotive and related equipment. Assists senior level fire mechanic with maintenance and repair work on heavy equipment when needed. This position requires a high degree of technical knowledge, as well as the ability to exercise independent judgment when determining repair methods. The Mechanic Assistant must be flexible as they may be subject to last minute calls to work overtime including nights and weekends to support business need.

Principle Duties and Responsibilities:

Essential Functions

- Repair and rebuild gasoline engines, small diesel engines, drive train, and chassis components.
- Installs and repairs air conditioning units and other electrical components. Performs preventative maintenance tasks on all types of fire district vehicles.
- Assists senior level fire Mechanic when necessary. Operates vehicles and equipment to perform needed diagnostics and repairs.
- Uses common air and hand tools for the maintenance and repair of automotive and light truck fire district equipment. Utilize engine analyzer to diagnose and trouble shoot problems on fire district vehicles.
- Prepares and maintains accurate records of maintenance work. Distinguishes colors to check equipment color codes and electrical wiring on vehicles. Detects backup warning devices when working around moving equipment, sirens, and calls for help while working on or around emergency vehicles.
- Operates a forklift to move heavy parts, steel, pipe, and other materials.
- Operates other equipment such as a hoist jack, overhead crane, and tools to fabricate, service and repair vehicles.
- Cleans work area and equipment using cleaning fluids and agents.
- Works at heights of up to 100 feet while assisting other fire mechanics with fire apparatus aerial maintenance and repairs.

- Diagnoses operational problems on a variety of automotive and light duty trucks. Troubleshoots hydraulic and electrical problems.
- Performs mathematical calculations, and statistical computations for small engine rebuilding and repair.
- Learns job related material through on-the-job training regarding fire apparatus components, and servicing instructions. Learns job related material by attending work related seminars/training.
- Communicates with coworkers, supervisors and district personnel to establish and maintain effective working relationships. Prepares written repair order comment sheets and reports regarding repairs made and equipment status. Sheets are completed to order the correct parts and ensure the correct information and repairs are written down for computer input.

Knowledge, Skills and Abilities

- Knowledge of the methods, materials, tools, and standard practices for automotive and light truck repair.
- Knowledge of the principles of internal combustion and small diesel engine operation.
- Knowledge of the hazards and safety precautions during vehicle repair and maintenance.
- Knowledge of the methods of basic fabrication.
- Knowledge of electronic control systems (i.e., engine, transmissions, Anti-lock Brake System (ABS), etc.).
- Knowledge of principles of small fire pump troubleshooting and repair (750 gpm-1500 gpm).
- Skill in the use and care of tools and equipment associated with the servicing of vehicles and motorized equipment.
- Skill in using an engine analyzer to diagnose problems.
- Skill in the installation and repair of automotive and light truck air conditioning systems.
- Skill in service and repair of air brakes and air systems.
- Skill in mig, tig, gas, and arc welding for auto electrical systems and equipment.
- Ability to diagnose and repair operational problems on automotive equipment.
- Ability to perform preventative maintenance tasks on a variety of vehicles and motorized equipment.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to comprehend and makes inferences from written material such as service manuals, schematics, lube charts, and computer generated repair orders.
- Ability to complete basic fabrication tasks.
- Ability to diagnose and repair electronic control systems and small fire equipment.
- Ability to meet scheduling and attendance requirements.
- Ability to perform all physical requirements of the class.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other fire district personnel.

Minimum Required Qualifications

- 18 + years of age with high school diploma or its equivalent.
- 2 years experience in automobile or truck repair or degree/certificate with emphasis in automotive or heavy equipment repair.
- Possession of a valid Driver's License.
- Pass background check and medical screening including drug testing
- Must provide own basic tools and locking roll away toolbox.

Preferred Qualifications

- Any light duty or truck ASE certificates;
- Any Emergency Vehicle Technician Certification Commission (EVTCC) Level II or higher certifications;

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.

Work Environment/ Physical Demands:

The physical demands described here are representative of those that be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disability to perform essential functions.

- While performing the duties of Mechanic Assistant, the employee is frequently required to sit, stand, walk, talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.
- Occasionally required to climb or balance; stoop, kneel, crouch or crawl; and smell.
- Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus.
- Operate a variety of standard office equipment such as a copier or fax machine, to copy electrical schematics, engine drive train, and other documents to perform maintenance, diagnose, and repair vehicles.
- Enters data or information into a computer or engine analyzer in order to perform vehicle repairs.
- Work in a variety of weather conditions while performing repairs. Works in small, cramped areas while performing pump, electrical, engine, and brake repairs.