

South Howell County Ambulance District Job Description	
Operational Area: Clinical Operations	Job Title: Fleet Mechanic
Reports to: Chief Clinical Officer and CEO	Reports From: N/A
FLSA Status: Exempt	
Prepared By: Charles Rader-COO	Reviewed By: Administration Approved by BOD: 03/21/2023
Original Date: March 2023	Revised:

ADMINISTRATIVE/BUSINESS OPERATIONS SUPPORTIVE MISSION:

Administrative clinical operations purpose is to ensure that the Federal, State, local regulations/laws are in compliance; that policy & procedure writing and compliance of such (in accordance with the will/direction of the Board of Directors) are followed. It also provides the top-level operational command structure for all District staff and department heads. When functioning at a high moral and efficient level this department provides the needed financial, logistic, administrative support and talent management skills required to support all departments and the Districts primary mission of providing emergency services to the public.

Qualifications and/or Work Experience Required to Meet/Support Expected Performance:

- High School Diploma or equivalent.
- Four (4) years' experience as a diesel and gas engine mechanic (preferred on emergency vehicles).
- Must be able to clearly communicate using the English language for written and verbal communication.
- Has verifiable skills in Microsoft Office environment with Word, Excel along with web-based usage.
- Valid Missouri drivers license with clean MVR report in last 3 years.
- An ASE certification, Master level preferred or obtained in 2 years.

Summary Statement Stating the Function of This Position:

- The Fleet Mechanic performs vehicle oversight and work coordination within the Clinical Department. This position is responsible for maintaining operational mechanical readiness for fleet and coordinating and executing scheduled and unscheduled repairs under the direction of the CCO. This includes monitoring all day-to-day vehicle operations including all aspects of vehicle safety and inspections. The employee is preferred to have ASE certified mechanical knowledge of gasoline and diesel engines, as well as be knowledgeable and compliant with the district's Guiding Statements.

Primary Job Responsibilities/Competencies:

1. Accurate diagnostics and effective repair and or replacement of components necessary for the proper operation of fleet vehicles or equipment.
2. Performs maintenance in accordance with manufacturer or ASE standards.
3. Repairs problems identified during preventive maintenance inspections.
4. Assesses structural damage and provide repairs including component replacement or coordinates repairs with outside agencies.
5. Road test vehicles for quality of repairs completed.
6. Troubleshoots and repairs ambulances quickly during crisis situations.
7. Performs Preventive Maintenance checks on all district vehicles and equipment.
8. Familiarization and use of diagnostic equipment and tools.

9. Keep and maintain service records for all fleet vehicles and equipment.
10. Maintains and Updates Fleet KPI and reports to CCO/CEO.
11. Provide Monthly report to CCO for BOD meeting.
12. Provide PMC on district equipment and provide repairs as needed and within limitation of training and manufacturer's allowance.
13. Work with CCO on implementing replacement plans for fleet vehicles and equipment.
14. Maintain Oxygen tanks by filling and maintaining the oxygen cascade system.
15. Performs other duties as directed or assigned by administration.

Note: The above is not the exhaustive list of responsibilities and competencies. Other duties may be assigned which may or may not be related to the primary responsibilities and competencies yet would be reasonable with the individual's skill set and behavior and which also are supporting the department or our overall mission. Others may/will be added insofar as such are not retaliatory or designed to be discriminatory or creates a hostile work environment.

Measurable Performance Grouping – related to any performance-based remuneration and/or pay increase which would be based on objective documentation of compliance with their job description, departmental operational guidelines, departmental/administrative directives and the District's policy and procedure manual. Any Board approved performance-based remuneration/pay raise would be part of an overall District wide program to improve all district operations.

- *Below expectation performance:* the employee fails to meet a minimum level of measurable performance by displaying behavior/s less than conducive to a positive workplace; i.e. argumentative, overly and unjustifiably critical of others/system, has received warnings/write-ups etc. This employee will receive minimum, if any, performance type remuneration and/or pay raise.
- *Meets Expectations:* the employee meets the minimum level of measurable performance and is valuable as they are the type who show up for work, perform their duties and seldom cause any workplace issues. This employee would receive middle-of-the road performance remuneration and/or pay increase.
- *Superior Performance:* the employee exceeds in their work by complying with policies while actively taking on extra duties, which mentor and interact with their team in a positive uplifting way, who share with management methods to improve the workplace and/or system, who attend meetings etc. This employee may receive up to the maximum allowed remuneration and/or pay raise

SHIFTS, HOURS WEEKLY AND ESTIMATED OVERTIME:

Generally, work 40 hours per week with overtime for any weekly hours over 40. Hours will be fluid as some emergency work may be on weekends, holidays or during the evening.

PHYSICAL REQUIREMENTS OF JOB TASKS:

Note: the “intermittent” – “Constantly” definitions cover all this section of physical requirements. You can reference the standing subsection, walking subsection etc. back to these definitions. All may be performed during initial or return fitness for duty testing, patient care situations or training sessions.

INTERMITTENT is on an "on and off again" basis.

RARELY = <1 % of the time

OCCASIONALLY = 1 - 33% of the time

FREQUENTLY = 34 - 66% of the time

CONSTANTLY = 67-100% of the time

Percentage of workday and/or intermittence is noted if appropriate.

N/A denotes "not applicable." Surface, body part involved, object used, weight, distance, and average/maximum times are noted below.

STANDING: Occasionally
WALKING: Occasionally
SITTING: Constantly
DRIVING: Intermittent
BALANCE: Intermittent
TWIST OR TURN: Frequently

BEND/STOOP: Frequently
CROUCH/SQUAT: Frequently
CRAWL/KNEEL: Frequently
PUSH/PULL: Frequently
CARRY: Frequently

USING HANDS, FINGERS, MAJOR JOINTS, REACHING, MOVEMENTS ETC:

SHOULDER TO OVERHEAD: Occasionally
WAIST TO SHOULDER: Frequently
KNEE TO WAIST: Frequently
FLOOR TO KNEE: Frequently
EXTENSION/FLEXION: Frequently

HANDLING/GRASPING: Frequently
SPEAK/HEAR REQUIREMENTS: So as to function in an office.
VISION REQUIREMENTS: So as to function in an office utilizing paper print, computer screens etc.

LIFTING and/or CARRYING:

1 -10 lbs.	Frequently
11 - 20 lbs.	Frequently
21 - 30 lbs.	Frequently
31 - 50 lbs.	Occasionally
51 - 75 lbs.	Rarely
76 - > 100 lbs.	Rarely

POSSIBLE JOB MODIFICATIONS:

- A. *South Howell County Ambulance District reserves the right to modify this job description insofar as such modification does not violate Federal or State law/regulations, is retaliatory in nature and/or creates a hostile work environment for a protected class.*
- B. *This job description may be altered to reasonably accommodate a qualified disabled individual insofar as such accommodations are not cost prohibitive and the individual can meet the required accountabilities, competencies, and physical requirements of the position.*
- C. *This job description in no way implies or is to be construed/interpreted to be an employment contract as the employee relationship is "at-will". Meaning, the employee or District can sever ties with or without advanced notification or reason.*

Fleet Mechanic Job Description Acknowledgement

Review and signature section:

Employees are given several opportunities to review and understand the skill set job description.

- 1. Via our website and referenced on the application
- 2. When onboarding with human resources
- 3. Final review with signatures below

Reviewed and explained South Howell’s job description and its relationship with guiding documents and workplace culture. Any clarifying questions were addressed to the employee and my satisfaction.

Print then sign name and date below:

Print then sign name and date below:

Printed Employee Name: _____

Employee Signature: _____ Date: _____

Printed Department Head: _____

Signature Department Head: _____ Date: _____

Printed HR: _____

Signature HR: _____ Date: _____