



Division: Mechanic  
FLSA Status: Non-Exempt

Revision Date: 7/1/2020  
Summary of Benefits: Mechanics

### **DEFINITION**

Under general direction, this position will plan, organize, supervise and participate in the work of the Department's fleet operations, and perform difficult and highly responsible mechanical work. This position will also provide lead direction to the Mechanic II and I positions.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Battalion Chief assigned to Shop Services.

This position is distinguished from the next lower classification of Mechanic II in that the Mechanic III duties involve supervision of the Mechanic I and II positions.

### **ESSENTIAL DUTIES**

- Schedule and personally perform preventive maintenance, major and minor repairs of fire department vehicles and pumping equipment.
- Make initial inspections in difficult cases and diagnose mechanical defects.
- Provide instruction to department personnel on the maintenance and safe operation of fire vehicles and equipment.
- Maintain and repair such fire station equipment as generators, compressors and pumps.
- Maintain records of maintenance work performed, time, materials and equipment used.
- Prepare detailed cost estimates and make recommendations regarding feasibility of major repairs.
- Create preventive maintenance schedule of fire apparatus from contracted agencies in conjunction with Battalion Chiefs from those agencies.
- Make recommendations whether or not to contract work out or handle in-house; monitor and administer outside contracts.
- Provide service and repair for other agencies as contracted.
- Maintain tools and equipment used in repair work.
- Order and maintain inventory of necessary parts, lubricants and supplies.
- Supervise, train and instruct other mechanics in the performance of maintenance and repair work.
- Assist in determining budgetary requirements for maintenance and repair activities.
- Supervise, train, and participate in the evaluation of assigned staff.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; work with employees to correct deficiencies.
- Oversee the department's preventive maintenance program and schedule apparatus and equipment preventive maintenance.
- Ensure proper adjustment and operation of charging, fuel and other systems.
- Road test and otherwise check vehicles for proper operation and detect source of problems.

- Provide input and evaluate the specifications regarding the purchase of fire apparatus, equipment and shop tools.
- Perform routine servicing and repairs on fire apparatus and other equipment as necessary.
- Supervise, schedule, train and evaluate shop staff.
- May respond to emergency call out for repairs after hours or on weekends.
- Other related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Mechanical and electrical features of automotive and pumping equipment.
- Tools, equipment and accepted procedures used in the overhaul, repair and adjustment of heavy automotive, pumping and firefighting equipment.
- Operation and repair of internal combustion engines.
- Good safety practices and procedures.
- Principles of aerial ladder operations.
- Principles of diesel engines, diagnostic equipment and hydraulics.
- Hazardous materials use and disposal practices.
- General knowledge of firefighting practices.
- Preventive maintenance techniques.
- Supervision and training techniques.

### Ability to:

- Perform the duties required to analyze defects in automotive and pumping equipment and perform mechanical repairs.
- Train and supervise other mechanics.
- Safely and efficiently operate lathe, milling and welding equipment, engine overhauling, and transmission work.
- Work on gas and diesel engines plus equipment listed above.
- Understand and follow oral and written instructions and give understandable instructions to others.
- Work cooperatively with all those contacted in the course of work.
- Work safely with hazardous materials in confined spaces and work safely with electrical and mechanical hazards.
- Diagnose defects and repair a variety of fire equipment and vehicles.
- Perform routine-to-complex mechanical repair work.
- Operate and repair a variety of power and hand tools.
- Work independently, understand and carry out verbal and written instruction.
- Test annually from draft fire department pumpers.
- Test annually the fire department aerial ladder truck.
- Plan, lay out and assign the work of shop personnel.

## **LICENSES AND CERTIFICATIONS**

- Possession of a Class B driver's license issued by California DMV within six (6) months of hire date.
- Obtain a California State Fire Marshal Fire Mechanic III certification (or equivalent) within 12 months of appointment.
- Complete all applicable exams and coursework to maintain level III certification.

## **EDUCATION AND EXPERIENCE**

- Three years of training and experience involving the maintenance and major and minor repair of fire apparatus, gas and diesel firefighting equipment as listed above, or four years of skilled mechanic experience involving light and heavy-duty equipment including gas and diesel engine overhaul.
- Completion of a formal or technical curriculum providing a certificate in automotive mechanics may be substituted for one year of required, skilled experience.

## **SPECIAL REQUIREMENTS**

Physical skills: Ability to sit, walk, stand and use hands to operate heavy equipment, machinery and tools; lift and carry up to 50 pounds or more than 50 pounds with appropriate lifting equipment support; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Ability to reach, twist, turn, kneel, bend, stoop, squat, crouch and grasp and make repetitive hand movement in the performance of daily duties.

Work Environment: Mobility to work in a typical office setting using computer, keyboard, telephone and other common office equipment; or field environment with exposure to dust, uneven surfaces, changes in temperature and loud noises. Work may take place and require travel in a vehicle to and from off-site indoor and outdoor locations throughout the service area.