



## **BAINBRIDGE ISLAND FIRE DEPARTMENT**

### **Job Description: Emergency Vehicle Technician**

#### **Summary:**

Official Job Title: Emergency Vehicle Technician (EVT)

Classification: Salaried, non-uniformed position, overtime eligible, union represented

Reports to: Fleet Manager

Date Adopted: January 28, 2026

Benefits: Standard medical, dental and retirement package

#### **Major Function and Purpose:**

Under general direction of the Fleet Manager, performs diagnostic troubleshooting, testing, preventative maintenance, and repair of Department apparatus, vehicles, equipment, and tools. This position is responsible for shop facility maintenance, submission of fleet maintenance and documentation. This position may also assist facilities with minor maintenance and repairs, under supervision of the Fleet Manager

#### **Reporting Relationships:**

The EVT reports directly to the Fleet Manager and works both independently and as part of teams with other Department members and contractors.

#### **Job Duties:**

The position's major areas of responsibility are listed below.

##### **- Apparatus, Vehicles, and Equipment:**

- Maintains the shop in a clean, orderly and safe condition

- Assist the Fleet Manager with parts and equipment needs for purchasing, inventory management and budgeting.
- Utilizes diagnostic tools and troubleshooting skills to identify failures in vehicles, equipment, and mechanical systems and components; performs repairs or arranges for appropriate corrective maintenance.
- Plans and conducts routine preventative maintenance inspections, servicing, replacements, and repairs as needed to ensure the operational readiness of vehicles, equipment, and tools.
- Maintains and updates computerized fleet records for vehicles and equipment, including documentation of repairs, service expenditures, work performed, and labor time. Prepare reports, surveys, and supporting justifications as required.
- Assist the Fleet Manager to coordinate routine and long-range maintenance and repair planning for Department vehicles, equipment, and tools in compliance with applicable safety and code requirements.
- Provides assistance with and/or completes performance, acceptance and maintenance testing of vehicles, various vehicles components and equipment to assure compliance with specifications and standards.
- Provides guidance to personnel on the proper operation of vehicles and equipment to reduce breakdowns, undue wear and premature mechanical failure.
- Acts as a resource to Department personnel when they are assigned mechanical, periodic testing and/or maintenance tasks.
- Assists in ensuring an adequate and cost-effective inventory of materials, parts and hand tools in stock for the maintenance and repair of vehicles, equipment and tools; Supports inventory control recordkeeping and stocking as needed.
- Troubleshoots, diagnoses and/or mitigates reported problems or failures.
- May be called in, outside of normal business hours, for emergency repairs.
- Operate department vehicles safely and in accordance with policies and procedures
- Will participate in on-going training to obtain and maintain job-related education, qualifications, and certifications.
- Attends staff workshops and other committee meetings as needed.
- Provides input on cost effective options for shop operations, routine maintenance, repairs, upgrades and new acquisitions.

**Qualifications:**

### Knowledge, Skills, and Abilities:

- Comprehensive knowledge in the repair of emergency vehicles, apparatus, and equipment.
- Knowledge of computerized fleet management systems and diagnostic software.
- Knowledge of effective workplace practices and the importance of continuous professional development.
- Familiarity with NFPA, DOT and state related fleet/commercial vehicle standards.
- Skilled in advanced troubleshooting and root-cause analysis.
- Skilled in prioritizing and coordinating multiple repair projects.
- Skilled in preparing accurate, detailed service and compliance reports.
- Ability to interpret and apply complex technical manuals, diagrams.
- Comprehensive knowledge and understanding of complex electrical systems.
- Possesses competent welding and fabrication skills.
- Ability to work independently, with minimal guidance.
- Ability to communicate effectively.

### 1) Required:

- Must be at least 21 years of age
- Must possess a valid Washington State driver's license or obtain one within 6 months.
- Must possess a valid Commercial Driver's License (class B minimum)
- Must possess or obtain a Commercial Driver's License tanker endorsement within 6 months of hire.
- High school graduate or equivalent
- Meets the medical and physical requirements of the position
- Minimum of 3 years of full-time experience as a medium/heavy truck and/or fleet repair technician.
- Experience using word processing and spreadsheet programs (e.g., Microsoft Word and Excel)
- If not already possessed, must obtain Emergency Vehicle Technician Certification within one year of hire.

### 2) Desirable:

- 5 or more years of full-time experience as a medium/heavy truck and/or fleet repair technician.
- Experience in managing projects
- Ability to use maintenance management system software
- Working knowledge of radio, computer, and other telecommunication systems
- Working knowledge of applicable Department policies and procedures, state and federal laws, and NFPA Standards pertaining to use and operation of fleet and/or emergency response vehicles
- College AA Degree or Vocational Certification in Heavy Truck or Automotive Repair or Service
- Emergency Vehicle Technician Certifications
- Fire Pump Repair and Service Certification
- ASE Automotive and/or Heavy Truck Certifications

**Working Conditions and Other Information:**

Work is performed in fire stations and outdoors and may be exposed to extreme temperatures. The employee may have routine exposure to hazards such as high noise levels, vehicle exhaust and workplace chemicals. The employee is required to work in and around heavy equipment and machinery. The employee will regularly be required to stand, walk, bend, stoop, crouch, crawl, and climb. The employee will sometimes encounter situations that require bending and lifting of heavy objects. Therefore, the employee will frequently lift and/or move up to 25 pounds, and occasionally lift up to 100 pounds and must have the physical ability to work under vehicles and in other awkward positions. The employee must have the dexterity to safely and effectively manipulate standard tools and equipment.

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This job description does not constitute an employment agreement and is subject to change as the needs of the Department and the requirements of the job change.