

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: Assigned Battalion Chief
Date Adopted: April 9, 2008
Salary Range: Per current Salary Schedule
Benefits: Standard medical, dental and retirement package

Major Function and Purpose:

Under general direction of the assigned Battalion Chief, performs testing, routine preventative maintenance, and repair work involving Department apparatus, vehicles, equipment, and tools. Responsible for maintenance facility (shop), fleet maintenance records, parts and tool inventory and performs related work. This position shall also perform or oversee light facility maintenance as assigned, under supervision of the assigned Battalion Chief.

Reporting Relationships:

The EVT reports directly to the assigned Battalion Chief, and works independently and as part of teams with other Department members, contractors and/or vendors.

Job Duties:

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

- Apparatus, Vehicles, and Equipment:

- Maintains parts and supplies inventory for maintenance/repair.
- Uses diagnostic techniques and troubleshooting abilities to determine failures in vehicle, equipment and mechanical systems and components. Repairs or arranges for repairs of mechanical equipment.
- Provides staff support for major and minor capital projects as requested (e.g., supports the acquisition of new apparatus).
- Schedules and performs periodic preventative maintenance inspections, service, replacement and repairs as needed to assure operational readiness of vehicles, equipment and tools.

- Maintains computerized fleet records for vehicles and equipment. Initiates and maintains records of vehicle, equipment, tool repair and service expenditures. Maintains records of work performed and time requirements. Provides reports, surveys, and justifications as needed.
- Coordinates routine and long-range maintenance plans and servicing of Department vehicles, equipment, and tools including installation or repairs as required by safety and code compliance inspections.
- Oversees 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 proper operation of vehicles and equipment to reduce breakdowns, undue wear and premature mechanical failure.
- Acts as resource to Department personnel when they are assigned mechanical, periodic testing and/or maintenance tasks.
- Serves as committee member for the design and preparation of specifications for vehicles, equipment, and tools. Acts as resource on the redesign and/or modification of vehicles, equipment, and tools to meet Department needs or safety standards.
- Assures adequate and cost effective inventory of materials, parts and hand tools in stock for the maintenance and repair of vehicles, equipment and tools. Maintains inventory control records and restocks as required.
- Troubleshoots, diagnoses and/or mitigates reported problems or failures. Serves as Department's "point of contact" for assigned areas.
- May be called in during non-business hours to help address emergency repairs or maintenance.

- Administrative:

- Attends training to obtain and maintain job-related qualifications, certifications and license required for the position.
- Prepares and monitors annual work program and budget for assigned areas of responsibility.
- Attends staff workshops and other committee meetings as needed.

- Administers and periodically updates maintenance management system for assigned areas of responsibility.
- Periodically researches and reviews cost effective options for routine maintenance, repairs, upgrades and new acquisitions.
- Supports others in developing guidelines or policies for the proper care of facilities, vehicles and equipment.

Qualifications:

1) Required:

- Must be at least 21 years of age
- Must possess a valid Washington State driver's license
- High school graduate or equivalent
- Meets the medical and physical requirements of the position
- Minimum of 7 years of full time experience as a heavy diesel truck or automotive mechanic
- Must currently possess a Washington State Air Brake Certification
- Must obtain an IAPD certification within 90 days of appointment
- Experience using word processing and spreadsheet programs (e.g., Microsoft Word and Excel)

2) Desirable:

- Technical certificates or training in facilities or fleet management
- Past 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 guidelines and procedures, state and federal laws, and NFPA Standards pertaining to use and operation of apparatus and 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
- Technical Specification Writing Experience
- ASE Automotive Master Certification or ASE Heavy Truck Master Certification
- ASE Electrical Certification

3) Personal Attributes:

The individual should be able to work with minimal supervision and guidance. The individual should have the ability to analyze situations quickly, calmly and objectively to determine the proper course of action. The individual should demonstrate excellent people skills and exhibit a courteous, respectful and supportive attitude when working with people from within and outside of the organization. The individual should show a willingness to learn new information, take the initiative to solve problems, try new

approaches, and exercise good judgment. The individual should promote teamwork and exhibit a patient, collaborative attitude. The individual should be dependable and able to maintain their emotional self-control in stressful situations. The individual should be able to accept advice and constructive criticism, follow rules and regulations, and adapt to changing work conditions. The individual should consistently convey a positive, professional attitude and contribute to the general well being of the Department. The individual should embrace the mission, vision and values of the Department. The individual should also be dedicated to continuing their education and applying new ideas and techniques.

Working Conditions and Other Information:

Work is performed in fire stations and outdoors. 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 sometimes encounter situations that require bending and lifting of heavy objects. Therefore, the employee must be able to 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.

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.