

SEDONA FIRE DISTRICT

JOB DESCRIPTION: FLEET TECHNICIAN I



JOB SUMMARY

Under general direction, performs routine servicing of SFD fleet vehicles and other mechanical equipment. Performs routine generator maintenance for District properties. Assists with annual fire pump testing. Updates all pertinent maintenance records of SFD vehicles.

SUPERVISION RECEIVED

Works under the general direction of the Fleet Services Manager.

SUPERVISION EXERCISED

None.

FLSA: Non-Exempt.

ESSENTIAL FUNCTIONS

Fleet Services and Maintenance:

- Performs major and minor repairs and applies NFPA standards on all district apparatus and equipment, such as engine overhauls, major pump repairs, and hydraulic equipment repairs, to ensure they will perform under emergency conditions; applies EMS industry standards governing ambulance fleet design, maintenance, and repair.
- Services all district vehicles, fire pumps and their components, standby power supplies such as auxiliary generators, AC & DC electrical systems, as well as other complex fire apparatus, on a regularly scheduled basis.
- Performs routine vehicle inspections and repairs, including annual or recommended preventative maintenance (PM) intervals, and other general and PM work.
- Maintains communication with district personnel to ensure apparatus and equipment are properly cared for and maintained.
- Keeps electronic records of time, labor, and materials used on current platform; orders supplies and materials.
- Ensures a safe work environment for all shop and field repair activities.
- Maintains Automotive Service Excellence certifications and training requirements as required.
- Maintains positive working relationships with internal and external customers.
- Implement procedures for the proper handling and preparation of materials prior to welding. This includes cutting, cleaning, and pre-fitting workpieces to ensure high-quality welds.
- Effectively execute the most appropriate welding techniques (MIG, TIG, Stick, etc.) for each repair and fabrication based on material type, thickness, and the specific requirements of the job.

Master Calendar Management:

- Ensure timely, accurate, and complete contributions to the Master Calendar for assigned areas, preventing scheduling conflicts and fostering a shared understanding of district activities.

PERIPHERAL DUTIES

- Assists with building maintenance, as assigned.

- Assists with telecommunications, as assigned.

MINIMUM QUALIFICATIONS

- High school diploma, GED, or equivalent.
- Three (3) years' experience in maintenance, repair, and inspection of light and heavy-duty equipment **OR** Two (2) years' experience in maintenance, repair, and inspection of light and heavy-duty equipment with one (1) year of completed technical school training
- Valid Arizona Driver's License with an acceptable driving record, will be required to obtain a Class B CDL Driver's License within 1 year of employment.
- Ability to meet the minimum qualification of Fleet Technician II within the first two (2) years of employment including completion of Automotive Service Excellence (ASE) A1 - A9 **AND** T1 - T8 Certifications

PREFERRED QUALIFICATIONS

- Class B CDL Driver's License with airbrake and tanker endorsement.
- Completion of ASE A1 – A9 and/or T1 – T8 Certifications

SFD CORE COMPETENCIES

- Approachability - Is easy to approach and talk to; spends the extra effort to put others at ease; can be warm, pleasant, and gracious; is sensitive to and patient with the interpersonal anxieties of others; builds rapport well; is a good listener; is an early knower, getting informal and incomplete information in time to do something about it.
- Integrity & Trust - Is widely trusted; is seen as a direct, truthful individual; can present the unvarnished truth in an appropriate and helpful manner; keeps confidences; admits mistakes; doesn't misrepresent him/herself for personal gain.
- Ethics & Values - Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
- Interpersonal Savvy - Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.
- Self-Knowledge - Knows personal strengths, weaknesses, opportunities, and limits; seeks feedback; gains insights from mistakes; is open to criticism; isn't defensive; is receptive to talking about shortcomings; looks forward to balanced (+s and -s) performance reviews and career decisions.

FLEET TECHNICIAN COMPETENCIES

Customer Focus - Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Functional/Technical Skills - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Priority Setting - Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

Technical Learning - Picks up on technical things quickly; can learn new skills and knowledge; is good at learning new industry, company, product, or technical knowledge; does well in technical courses and seminars.

Time Management - Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- **Automotive Repair:** Methods, materials, tools, and standard practices for automotive repair.
- **Automotive Systems:** Operation of light and heavy gasoline and diesel vehicles.
- **Automotive Maintenance:** Methods of performing oil, lubrication, and other fluid changes.

Working knowledge of:

- **Engine Mechanics and Repair:** Principles of internal combustion and small diesel engine operation.
- **Safety Compliance:** Hazards and safety precautions during vehicle repair and maintenance.
- **Fabrication:** Methods of basic fabrication.
- **Automotive Electronic Systems:** Electronic control systems (i.e., engine, transmissions, Anti-lock Brake System (ABS), etc.).
- **Pumping Mechanics and Repair:** Principles of fire pump operation, troubleshooting, and repair.
- **Air Braking Systems:** Air brake system troubleshooting, maintenance, and repair.

Skill in:

- **Repair Tools and Equipment:** Use and care of tools and equipment associated with the servicing of vehicles and motorized equipment.
- **Diagnostics:** Vehicle computer diagnostics.
- **Air Conditioning Systems:** Installation and repair of automotive air conditioning systems.
- **Vehicle Air Systems:** Service and repair of air brakes and air systems.
- **Fabrication:** Basic fabrication tasks.

Ability to:

- **Physical Fitness:** Physically perform tasks required of the position.
- **Problem Solving and Troubleshooting:** Diagnose and repair operational problems on automotive equipment. Diagnose and repair electronic control systems.
- **Maintenance:** Perform preventative maintenance tasks on a variety of vehicles and motorized equipment.
- **Quality Control Analysis:** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Verbal and Written Comprehension:** Understand and effectively carry out verbal and written instructions. Comprehend and make inferences from written material such as service manuals, schematics, lube charts, and computer-generated repair orders.
- **Software Management:** Operate vehicle maintenance, repair and tracking software.
- **Prioritization:** Multi-task and work with frequent interruptions; prioritize projects.
- **Organizational Fleet Knowledge:** Demonstrate thorough knowledge of SFD fleet vehicles.
- **Time Management:** Perform assignments on a scheduled and timely basis.
- **Written Communication:** Write clearly and concisely. Complete forms to record or report information in standard format as specified by the form.
- **Operation and Control:** Operate all types of SFD apparatus.

- **Fleet Planning:** Anticipate needs for expendables and parts. Keep volume items in stock and organized.
- Meet Special Requirements, as listed.

SPECIAL REQUIREMENTS

Must be 18 years of age or older.

Must possess, or be able to obtain by time of hire, a valid Arizona State driver's license.

Must be able to read, write, and speak the English language.

Must meet insurability requirements of District insurance carrier.

Must meet District physical standards.

PHYSICAL REQUIREMENTS

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

- **Mobility:** Ability to move around various sites, including fire stations and communication towers, both indoors and outdoors. Capable of navigating uneven terrain, climbing ladders, and working at heights when necessary.
- **Strength and Stamina:** Ability to lift, carry, push, and pull materials and equipment weighing up to 50 pounds regularly, and occasionally up to 100 pounds. Sufficient stamina to perform physically demanding tasks for extended periods, especially in emergency situations or during prolonged repair projects.
- **Manual Dexterity:** Proficient use of hands for handling tools and performing precise maintenance tasks. Ability to operate both hand and power tools safely and effectively.
- **Sensory Abilities:** Good vision, with or without correction, for tasks such as inspecting facilities, identifying maintenance issues, and ensuring quality of work. Hearing ability to detect issues, communicate effectively with team members and contractors, and ensure safety in the work environment.
- **Flexibility and Balance:** Ability to bend, stretch, twist, or reach with your body, arms, and/or legs as necessary for maintenance tasks. Good balance, especially when working on ladders, scaffolds, or in awkward positions.
- **Motor Skills:** Coordination and motor skills to operate vehicles, machinery, and equipment associated with maintenance and repair work.
- **Endurance:** Physical endurance to work long hours, especially during critical maintenance periods or when responding to emergency repair needs.
- **Tolerance for Various Conditions:** Ability to work in various environmental conditions, including extreme heat, cold, wet, or dusty environments, and to withstand exposure to the elements when working outdoors.
- **Special Physical Requirements:** The position requires the candidate to meet and maintain the physical fitness standards necessary to obtain an Arizona Class B (CDL) license as per federal and state regulations. This includes, but is not limited to, passing a Department of Transportation (DOT) physical examination.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock, and vibration. The noise level in the work environment is usually high.

Physical Environment:

- **Indoor and Outdoor:** The job will involve working both indoors within the fire stations and outside on the grounds, including at remote buildings and communication towers.
- **Variable Conditions:** Exposure to various weather conditions while working outdoors. The environment may be hot, cold, wet, or windy depending on the day and task.

Operational Environment:

- **Active Fire Stations:** The work will often be in active fire stations where awareness and coordination with first responders are crucial to ensure no disruption to emergency services.
- **Remote Locations:** Working at remote communication towers and outbuildings, which may require traveling and carrying tools and equipment to the site.

Safety-Critical:

- A strong emphasis on safety due to the nature of the work and the environment. The individual must always be aware of and adhere to safety protocols, especially when working in potentially hazardous areas or with electrical and mechanical systems.

Flexible Schedule:

- The work may require a flexible schedule, including being on-call for emergencies or available to oversee projects that need to be completed outside of typical working hours.

Collaborative and Independent:

- While much of the work will be independent, the individual must also collaborate effectively with other district staff, contractors, and possibly volunteers, ensuring clear communication and coordination.

Dynamic and Varied Tasks:

- The tasks will be varied and can change quickly from day-to-day. The individual should be adaptable, able to handle everything from administrative tasks and coordination to hands-on repair work.

TOOLS AND EQUIPMENT USED

- **Basic Hand Tools:** Various hand tools such as wrenches, pliers, hammers, screwdrivers, and other basic hand tools.
- **Power Tools:** Power tools, such as drills, saws, sanders, and other power tools.
- **Diagnostic Equipment:** Diagnostic tools, such as multimeters, circuit testers, and other diagnostic equipment.
- **Vehicles**
- **Maintenance Equipment:** Ladders, scaffolding and other maintenance equipment.
- **Personal Protective Equipment (PPE):** Safety gear, such as protective eyewear, gloves, helmets, and other personal protective equipment.
- **Handheld Devices:** Communication devices, such as radios and phones.
- **Computers, Laptops, Tablets, and similar devices**
- **Inventory and Maintenance Tracking Software**
- **Calendar and Scheduling Software:** For managing training schedules, appointments, and meetings, tools like Google Calendar or Microsoft Outlook are essential.

- **Mobile cranes**
- **Metal fabrication and welding tools.**

SELECTION GUIDELINES

May include any or all of the following: Formal application, review of education and experience; written examination and assessment center; personal interview; background/driver’s license verification and check; hiring list; offer of employment; post offer physical examination including drug screen; psychological evaluation.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SFD maintains a drug, alcohol, and tobacco-free environment.

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| <p>DocuSigned by: FIRE CHIEF: <i>Ed Mezulis</i> <small>CEA95454CBTD439...</small></p> | <p>REPLACES: <u>NEW</u> EFFECTIVE: <u>10/2/2024</u></p> |
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SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job description with any attachments and find it to be an accurate description of the demands of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date