

CAMANO ISLAND FIRE AND RESCUE

FIRE DISTRICT POLICY

Number: 0400.0015.00

Date: 06/11/15

Area: Personnel

Page 1 of 6

Subject Job Description – Entry Level Emergency Vehicle Technician

1.0 General:

The Mechanic is responsible to perform preventive maintenance and repair on district apparatus and equipment and also other contract agency apparatus as assigned. The Mechanic shall perform other tasks as assigned which may include periodic after hours on call availability and facilities maintenance.

2.0 Supervision Received:

- 2.1 The Mechanic is responsible to and will report directly to the Fleet Maintenance Division Supervisor, or as assigned in his absence.

3.0 Supervision Exercised:

- 3.1 The Mechanic does not have supervisor authority unless specifically assigned.

4.0 General Responsibilities:

- 4.1 The job duties and responsibilities represented in this job description in no way imply these are the only job duties to be performed. Individuals occupying this position will be required to follow any other job related instruction and to perform any other job related duties requested by their supervisor.
- 4.2 Maintains a work schedule as determined by the Fire Chief.
- 4.3 Transport fire apparatus, including fire engines, water tenders, ladder trucks, ambulances and other support vehicles to various locations for repair, maintenance and testing or as directed.
- 4.4 Coordinate with the Division Supervisor regarding needed apparatus repairs, maintenance actions, labor, parts and materials necessary to accomplish needed repairs and maintenance actions per the daily assignment or given work load.
- 4.5 Notify Division Supervisor immediately of all out-of-service issues discovered in accordance to the North American Out-of-Service Criteria and NFPA 1911.
- 4.6 Make recommendation to Division Supervisor regarding substantial changes to apparatus and/or equipment configuration prior to occurrence.
- 4.7 Assist with purchasing parts and material as directed.
- 4.8 Respond off duty when directed for emergency repairs.
- 4.9 Maintain a safe working environment using all available safety equipment.

Cancels:

Revised: New

Reviewed

CAMANO ISLAND FIRE AND RESCUE

FIRE DISTRICT POLICY

Number: 0400.0015.00

Date: 06/11/15

Area: Personnel

Page 2 of 6

Subject Job Description – Entry Level Emergency Vehicle Technician

- 4.10 Keep and maintain MSDS (SDS) records for chemicals used in the shop. Obtain MSDS (SDS) documentation for each new chemical prior to utilizing such substances.
- 4.11 Have a working knowledge of the Districts biohazard policy and utilize same when cleaning EMS and Fire Fighting protective gear or equipment.
- 4.12 Maintain & repair facilities/grounds as directed.

5.0 Specific Duties and Responsibilities:

- 5.1 Maintain, repair, service, and diagnose apparatus mechanical faults or related functional processes for fire district fleet as assigned.
- 5.2 Follow all applicable agency rules, safety regulations, SOP's, SOG's, code of conduct, chain of command, District policies and procedures and all directions given by superiors in the manner and to the extent permitted by the laws of the State of Washington and in the accordance with the policies of the District as established by the Board of Fire Commissioners.
- 5.3 Keep approved uniform as clean and presentable as possible, utilizing coveralls or protective clotting / devices when needed.
- 5.4 Utilize personal hygiene so as to not be offensive to others.
- 5.5 Strive to impart a favorable image of the District and the Shop to agency members, other government agencies and the public.
- 5.6 Provide the Division Supervisor timely and accurate time sheets and repair orders for work done.
- 5.7 Perform other duties as assigned.
- 5.8 Utilize time efficiently and effectively without constant supervision.
- 5.9 Drive District vehicles in a safe and courteous manner at all times. Shall insure apparatus is fueled, properly equipped and ready to respond when placed back in service after repair work.
- 5.10 Use District vehicles for only approved agency business within agency guidelines.
- 5.11 Participate when requested in community and Fire District activities that promote the Fire District; assist with Fire District/Community related programs that promote Fire District levels of service provided to the community.

Cancels:

Revised: New

Reviewed

CAMANO ISLAND FIRE AND RESCUE

FIRE DISTRICT POLICY

Number: 0400.0015.00

Date: 06/11/15

Area: Personnel

Page 2 of 6

Subject Job Description – Entry Level Emergency Vehicle Technician

6.0 Minimum Qualifications:

- 6.1 Must be no less than 21 years of age at time of appointment.
- 6.2 Must have a valid Washington Driver's License, CDL and be insurable by the district.
- 6.3 Must be a graduate from an accredited high school or have a GED equivalency.
- 6.4 Must demonstrate verifiable experience as medium / heavy duty truck mechanic.
- 6.5 Preference may be given to candidates holding a degree or certificate of completion from an accredited automotive technical school.
- 6.6 Preference will be given to candidates with heavy/ medium duty ASE certificates or EVT certificates in fire apparatus and or ambulance.
- 6.7 Must not have had any felony convictions or disqualifying criminal histories.

Camano Island Fire and Rescue reserves the right to evaluate and consider, at its discretion, any combination of education and experience that tends to indicate the applicant possesses the skills, knowledge, and abilities listed herein.

7.0 Knowledge, Ability, and Skills:

- 7.1 Knowledge of theory and operation for: diesel and gasoline engines and fuel systems, centrifugal fire pumps, rotary vane pumps, positive displacement pumps, intake and discharge governors, valves and controls, truck drive train components, air and hydraulic systems, heavy duty electrical systems, multiplexed electrical systems, generators – hydraulic, gasoline and LPG, line voltage electrical systems.
- 7.2 Must possess the skill and ability to diagnose and repair; diesel and gasoline engines and fuel systems, centrifugal fire pumps, rotary vane pumps, positive displacement pumps, intake and discharge governors, valves and controls, all major truck drive train components and systems, air and hydraulic systems, heavy duty electrical systems, multiplexed electrical systems, generators – hydraulic, gasoline and LPG.
- 7.3 Speak, read and write the English language and communicate effectively. Position involves use of technical repair manuals and drawings.
- 7.4 Able to do basic mathematic computations.

Cancels:

Revised: New

Reviewed

CAMANO ISLAND FIRE AND RESCUE

FIRE DISTRICT POLICY

Number: 0400.0015.00

Date: 06/11/15

Area: Personnel

Page 4 of 6

Subject Job Description – Entry Level Emergency Vehicle Technician

- 7.5 Possess the ability to be self-motivated and work unsupervised for periods of time.
- 7.5 Knowledge and skill to operate shop equipment in a safe and productive manner, includes welders, torches, metal break & shear, drill press, band saw, grinders, plasma cutter, hydraulic press, vehicle hoist, and diagnostic equipment.
- 7.6 Skill and ability to fabricate and repair parts and brackets using aluminum, and stainless steel.
- 7.7 Must have a general knowledge of how to use computers and basic software components such as; Microsoft Word, Excel, etc.
- 7.8 Excellent communication skills, both verbal and written.
- 7.9 Excellent interpersonal skills (demonstrated ability to relate well with Fire Commissioners, Fire Chief, Command Staff officers, paid / volunteer firefighter personnel and the general public).
- 7.10 Must possess the ability to effectively manage situations related to public question, complaints, or requests for information.
- 7.11 Requires ability to work cooperatively with others as a member of the department team.

8.0 Special Requirements:

- 8.1 Have successfully completed all entrance examinations and other testing to include written examination, physical ability testing, oral interview, background check and drivers history checks.
- 8.2 Have a complete set of professional grade mechanics tools with a box to complete all tasks outlined for this position.
- 8.3 Obtain and maintain certifications outlined below in a specified time line agreed to prior to appointment:
 - 1. Obtain and maintain fire apparatus master EVT certification.
 - 2. Obtain and maintain ambulance master EVT certification.
- 8.4 Willingness and ability to obtain specialized training and certification pertaining to maintenance and repair of emergency vehicles and other as directed.
- 8.5 Maintain adequate physical condition to perform the requirements of the job.
- 8.6 Obtain and maintain First Aid and CPR certification.

Cancels:

Revised: New

Reviewed

CAMANO ISLAND FIRE AND RESCUE

FIRE DISTRICT POLICY

Number: 0400.0015.00

Date: 06/11/15

Area: Personnel

Page 5 of 6

Subject Job Description – Entry Level Emergency Vehicle Technician

8.7 Successfully complete a one-year probation.

9.0 Physical Requirements:

- 9.1 The physical requirements described herein 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.
- 9.2 While performing the duties of this job, it is frequently required to walk, stand use his/her hands and fingers to operate objects, tools, or controls and to reach with arms and hands. Occasionally required to sit, climb, or balance, stoop, kneel, crouch, or crawl. Must be able to speak, hear, see, and smell.
- 9.3 Capable of frequently lifting and/or moving up to 10 pounds and occasionally lifting or moving up to 150 pounds. Specific vision abilities required by the job include close vision, depth perception and the ability to adjust focus. Corrected vision is permitted.

10.0 Work Environment:

- 10.1 Work is performed primarily in the district repair shop or a fire station. Occasionally it will be necessary to repair apparatus outside in inclement weather or on the fire scene working from a service vehicle. Work conditions may be hot, cold, dark, dirty, wet, or uncomfortable.
- 10.2 Working on and around vehicles while the engine is running with high levels of noise is a common occurrence. The noise level in the work environment is completely task dependent and the appropriate hearing protection will be used.
- 10.3 Working under heavy trucks while lying on your back using a creeper or working with your hands over your head while the truck is hoisted by a vehicle hoist is very common.
- 10.4 The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as illustration of the various types of work that may be performed and the various working conditions that may prevail. The omission of specific statements of duties or working conditions does not exclude them from this position, if the work is similar, related, or a logical assignment for the position.

Cancels:

Revised: New

Reviewed

CAMANO ISLAND FIRE AND RESCUE

FIRE DISTRICT POLICY

11.0 Salary Scale:

11.1 Annual step increase is 2.5%, after year two the Master Fire EVT Cert. is an additional 5%, and the Master Ambulance EVT Cert is an additional 5%. These certifications should be obtained before step 5 and are required for employment. Certain accommodations may be granted by the Fire Chief.

Annual Steps	Step 1	Step 2	Step 3	Step 4	Step 5
District EVT	64,020	+ 2.5% 67,240	+7.5% 72,283	+7.5% 77,704	2.5% 79,646
			2.5% + 5% MEVT cert.	2.5 + 5% 2 nd MEVT cert	
	Gaining exp. & working on certs		Achieved EVT Master Fire	Achieved EVT Master Fire & Ambulance.	Apply knowledge & skills, set goals.

Approved _____
 Commission Chair for
 Camano Island Fire and Rescue

Date _____

Cancels:

Revised: **New**

Reviewed

CAMANO ISLAND FIRE AND RESCUE

FIRE DISTRICT POLICY

Number: 0400.0015.00

Date: 06/11/15

Area: Personnel

Page 2 of 6

Subject Job Description – Entry Level Emergency Vehicle Technician

Camano Island Fire and Rescue POSITION DESCRIPTION

Name	Title	Classification	Supervisor
	Entry Level EVT	Full Time – Non Exempt	Fleet Maintenance Division Supervisor

Position Purpose

The primary purpose of this position is to provide preventive maintenance and repair for District and other specified agencies' apparatus & equipment.

Employee Signature	Fire Chief Signature
<p>I have read this position description, understand its contents, and acknowledge that it will be used as the basis for evaluating my job performance.</p> <p>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Date</p>	<p>This position description accurately describes the essential functions assigned to this position.</p> <p>_____</p> <p>Fire Chief Signature</p> <p>_____</p> <p>Date</p>

Cancels:

Revised: New

Reviewed