Job Description

Job Title:	Fire Apparatus Fleet Manager	Classification:	Classified
Department:	Fire	Grade:	210
Occupational Group:	Fire	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under limited supervision; directs and manages the maintenance and repair of Fire Department fleet vehicles, apparatus and equipment. Oversees City staff and outside contractors completing building maintenance and repairs for the Fire Department's buildings and facilities.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Prioritizes, schedules, and performs timely maintenance and repairs on fire department fleet vehicles, apparatus, and equipment to ensure a state of readiness for emergency response.
2. Locates and purchases parts, supplies, equipment from vendors as needed to perform repairs, maintenance and modifications.
3. Identifies, purchases, and maintains an inventory of parts, supplies, tools, and equipment necessary to perform timely repairs.
4. Performs diagnostics, troubleshoots, and repairs problems with vehicular mechanical, hydraulic, and electrical systems.
5. Conducts a variety of tests to locate defects and failures and assesses systems performance; utilizes a variety of specialized tools and interpretive testing devices.
6. Responds to large emergency events to oversee apparatus operations, refills self-contained breathing apparatus bottles, and evaluates and repairs apparatus and equipment as needed.
7. Designs and fabricates equipment modifications to meet changing needs of the department; contracts with outside vendors to perform repairs that are beyond the scope or available time of the department fleet shop.
8. Researches and prepares materials, apparatus, and equipment specifications for bid and construction process; serves as contact person for bid evaluations and administration of vehicle and apparatus purchase projects.
9. Conducts and certifies vehicle/apparatus acceptance testing on new acquired vehicles/apparatus.
10. Prepares specifications for, purchases, and installs equipment, brackets and accessories for vehicles and apparatus.
11. Assists with the installation and maintenance of vehicle-mounted voice and data transmission devices.
12. Performs annual inspection testing of pumpers, valves, gauges, controls, and equipment to meet established guidelines and standards of the National Fire Protection Association; performs annual inspection of vehicles to meet Department of Transportation and National Fire Protection Association standards.
13. Performs limited basic carpentry, plumbing, and maintenance work on department buildings and facilities. Sources contracts to complete repairs and coordinates with staff from Public Works regarding building maintenance.
14. Performs duties in a safe and responsible manner that does not expose the employee or coworkers to unnecessary risk or danger; handles, stores, and disposes of hazardous materials, petroleum-based

products, wastes, chemicals, refrigerants, cleaners, and solvents, ensuring compliance with applicable regulations, codes and policies.

15. Contributes effectively to the Fire Department, communicates effectively with co-workers, both within the Fire Department, as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Compiles and maintains other periodic and ad hoc reports.
- Maintains computerized records of work requested, work completed, work in progress, and parts used.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Methods, principles, practices, tools, and materials of the mechanic's trade; principles and mechanics of internal combustion engines; parts and supplies needed to perform a variety of maintenance and repairs on automotive equipment/vehicles; local vendors carrying a variety of parts and supplies needed to perform a variety of maintenance and repairs on automotive equipment/vehicles; emergency fire and medical response vehicle, apparatus, and equipment laws, statutes, rules, regulations, practices, and procedures; recordkeeping principles and practices; City's purchasing policies and procedures; preventive maintenance scheduling benefits, principles, and practices; methods and techniques for performing basic carpentry, plumbing, and electrical work; and customer service methods and techniques.

Skill in: Diagnosing, maintaining, and repairing a variety of diesel and gasoline powered apparatus; establishing and maintaining effective working relationships with other City employees and automotive parts/supplies vendors; understanding and following complex directions and instructions; operating a variety of technical diagnostic equipment used on diesel and gasoline powered automotive equipment/vehicles; operating a variety of motorized equipment and vehicles; using hand and power tools associated with the diagnosis, maintenance, and repair of diesel and gasoline powered automotive equipment/vehicles; principles and practices of metal fabrication.

Education: High school diploma or GED equivalent required.

Experience: Five years of full-time journey level automotive equipment/vehicle diagnosis, maintenance, and repair work experience, with at least two years of diagnosis, maintenance, and repair of diesel/heavy equipment.

Licenses and Certifications: Possess and maintain a Class B Commercial Driver's License (CDL) with the air brake endorsements within 90 days of appointment; certification from Emergency Vehicle Technician (CVT) Fire Apparatus Technician Level II and certification from ASE as Master Medium/Heavy Vehicle Technician are required within three years of appointment; certification on Scott Air Pack Technician is required within one year of appointment.

Physical Demands Requirements and Working Conditions

Must possess mobility to work in and around City automotive shop facilities to operate a motor vehicle; strength, stamina, and mobility to perform light to heavy physical work, work in confined spaces and around machines, motors, equipment to inspect, assemble, troubleshoot, maintain, and repair a variety of automotive equipment and vehicles; vision to read printed materials, a computer screen and inspect parts, motors, and vehicles; hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, and reach when completing maintenance and repairs. Employees must possess the ability to lift, carry, twist, push, and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

Employees work both indoor and outdoor environments and are exposed to loud noise levels, extreme cold and hot temperatures, dust, mechanical, chemical, and electrical hazards, and hazardous physical substances and fumes; may work in cramped spaces and conditions with poor lighting and ventilation; susceptible to mechanical hazards associated with equipment and other hazards due to working in and around traffic.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must attend a pump class to perform annual pump testing on fire apparatus within a year of appointment. Must be 18 years of age.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	