



## JOB DESCRIPTION

**POSITION TITLE:**       **Mechanic**  
**TYPE:**                    Appointment  
**REPORTS TO:**         Support Services Supervisor/Captain  
**FLSA STATUS:**        Non-exempt  
**CLASSIFICATION:**    Civilian/non-sworn  
**WORK SCHEDULE:**    Full-Time (40-hour work week)

### **GENERAL SUMMARY:**

Performs semi-skilled and skilled work to maintain and repair vehicles, fire apparatus, and mechanical equipment. Responds to emergency scenes as needed for vehicle or equipment repairs.

### **SUPERVISION RECEIVED:**

Works under the supervision of Support Services Captain.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Repairs, rebuilds, maintains, and overhauls engines, and mechanical, electrical and hydraulic assemblies used in the fire service, and tools, equipment, and appliances carried on fire apparatus.
- Assists with the training of District and department personnel in the care and maintenance of apparatus and equipment.
- Assists with maintenance record-keeping.
- Drives and operates all Fire District and department apparatus and vehicles.
- Performs routine maintenance repairs and rebuilding of apparatus and other heavy equipment in accordance with work order instructions.
  
- Disassembles units, measures parts for wear, inspects parts for damage, replaces worn or damaged parts and reassembles units in accordance with technical manuals, diagrams, and instructions.
- Determines nature and cause of equipment malfunctions or breakdowns in the field, makes necessary adjustments, replacements or repairs to maintain equipment operation, or prepares heavy equipment for towing; refers temporary or emergency repair status to supervisor for appropriate action.

- Disassembles and overhauls heavy equipment systems and components, air conditioning units, engines and transmissions, hydraulic and other power operated units and tests overhauled heavy equipment to assure proper operation.
- Inspects heavy equipment for excessive wear, damage and safety of operation, reports defects, malfunctions and unsafe conditions to supervisor.
- Tests, adjusts and repairs emissions and electrical systems including batteries, alternators, wire harnesses, lights, computerized ignition systems and related electrical units.
- Performs some machining and welding work related to repairs of heavy equipment.
- Maintains records of work activities.
- Maintains required certifications.
- Maintains positive working relationship with employees, supervisors, and members of the public.

**MINIMUM QUALIFICATIONS:**

- 21 years of age or older
- High school diploma or G.E.D. equivalent
- Three years' experience in automotive service work including some experience in servicing heavy equipment
- Valid Arizona Driver's License
- Completion of Automotive Service Excellence (ASE) and Emergency Vehicle Technician classes/certifications (renew or obtain within in first year of employment)
- Speak, read, and write the English language
- Meet PFD physical standards
- Meet insurability requirements of the district's insurance carrier

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of automotive/heavy equipment service work including oil, fuel, hydraulic, cooling and battery system servicing, lubrication, tire repair and replacement.
- Knowledge of tools, equipment, materials and methods employed in the servicing of automotive/heavy equipment.
- Knowledge of automotive/heavy equipment mechanics and operating characteristics.
- Knowledge of modern procedures and methods of automotive repair and maintenance including diesel engines
- Skilled in the performance of automotive and heavy equipment service work.
- Skilled in the use and care of tools, equipment and materials.
- Skilled in welding weld (both arc and acetylene)
- Skilled in metal fabrication.
- Ability to identify obvious mechanical and operating defects.
- Ability to interpret technical manuals and related diagrams and instructions.
- Ability to read/use micrometers, dial indicators and related specialized equipment.

- Ability to recognize safety hazards.
- Ability to perform all types of automotive/heavy equipment service work and properly and safely use and care for service tools, equipment, and materials.
- Ability to operate service vehicles and maintains service records.
- Ability to establish and maintain effective working relationships.
- Ability to perform work in accordance with oral and written instructions.
- Ability to maintain a small inventory of supplies and equipment.
- Ability to understand and carry out oral and written instructions.
- Ability to understand the metric system.

**PHYSICAL DEMANDS:**

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

While performing the duties of this job, personnel are frequently required to stand and walk, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. Personnel are frequently required to climb or balance, stoop, kneel, crouch, crawl, and smell.

Personnel must be able to regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those personnel encounter 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 is regularly exposed to moving mechanical parts. The employee is frequently exposed to high, precarious places, outside weather conditions, and vibration. The employee is occasionally exposed to wet and/or humid conditions, fumes and airborne particles, toxic and caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. The employee is required to work in confined or tight spaces. The employee is exposed to hazardous conditions including, but not limited to, hostile fires, hazardous materials, and blood borne pathogens.

**MANAGEMENT & EXPECTATIONS OF EMPLOYEES:**

- Every member is expected to conduct himself, on and off duty, in a manner that reflects positively on himself, the district and the fire service in general.
- Every member shall accept responsibility for his actions and the consequences of those actions.

- Every member shall support the concept of fairness and the value of diversity.
- Every member shall be truthful and honest at all times and report any instances of dishonest acts that may compromise the integrity of the district.
- Every member shall be respectful and conscious of the safety and welfare of fellow members and the members of the public.
- Every member shall recognize that he serves in a position of public trust that requires stewardship in the honest and efficient use of public resources.
- Every member shall exercise professionalism, competence, respect and loyalty in the performance of his duties.
- Every member shall avoid situations that would adversely affect the credibility or public perception of the fire service profession.
- Every member shall conduct his personal affairs in a manner that does not improperly influence the performance of his duties or bring discredit to the district.
- Every member shall act in good faith, exercising due diligence in carrying out his duties and responsibilities.

*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 district and employee and is subject to change by the District as the needs of the District and requirements of the job change.*