

Tempe Fire Department Policies and Procedures

Fire Maintenance

602.01

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PURPOSE

To define the role of Fire Maintenance of the Support Services Section.

GENERAL INFORMATION

The Fire Maintenance Section provides essential services to the Tempe Fire Department in the areas of inspection, maintenance, repair, testing, and retirement of in service fire apparatus.

Fire apparatus are complex and highly specialized vehicles that require extensive education, knowledge and application in the areas of mechanical, electrical, pump and aerial hydraulic systems.

Fire Maintenance places emphasis on safety for our members and the public in accordance with manufacturer recommendations and recognized codes and standards.

Fire Maintenance includes full time staffing of a Senior Fire Mechanic, Fire Mechanic and a Fire Service Inventory Technician. The Senior Fire Mechanic is the primary supervisor for Fire Maintenance with administrative oversight provided by the Support Services Deputy Chief.

Fire Maintenance works closely with the Fire Warehouse in fitting, fabricating, supplying and maintaining apparatus tools and equipment.

SCOPE

Fire Apparatus

- Apparatus preventative maintenance, repair, inspections and service.
- Apparatus and related equipment repair and fabrication.
- Specification development for purchase of fire apparatus and related equipment.
- Ensure compliance with accepted, relative regulations and standards.
- Perform acceptance and service tests on all fire apparatus.

Training

- Assist in the training and development of apparatus drivers/operators through daily and monthly inspection of fire apparatus.
- Develop and assist in the training of emergency services personnel in areas of preventative maintenance of fire apparatus and related equipment.

Records Management

- Maintain files and records on apparatus parts, testing, inspections and problem reporting.
- Work with apparatus manufacturers to process and resolve warranty claims and issues
- Receive, verify and maintain records on electronic forms for daily apparatus inspection and fuel usage
- Prepare quarterly and annual reports on apparatus parts inventory, maintenance costs, inspection/testing or other related reports.
- Participate in budget administration; monitor and control budgetary expenditures