



# City of Tempe

## SENIOR FIRE MECHANIC

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	280	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Fire	<i>Salary / Hourly Minimum:</i>	\$54,168
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$73,127
<i>Employee Group:</i>	SUP	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Public Works Supervisor
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Skilled Craft

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives direction from a Fire Deputy Chief or from other supervisory or management staff.  
 Exercises direct supervision over technical, maintenance and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Requires five years of journey-level automotive mechanic experience, preferably in heavy or diesel fire equipment; including two years of lead experience or one year of supervisory experience preferred.
<i>Education:</i>	Graduation from high school or GED supplemented by special training in automotive mechanic and diesel equipment or a related field.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Requires the possession of a valid Class B Commercial Driver’s License (CDL) with appropriate endorsements.</li> <li>● Emergency Vehicle Technician (EVT) certifications preferred</li> <li>● EVT M-1 preferred</li> <li>● EVT 1 preferred</li> <li>● Ability to obtain EVT F1 (maintenance, inspection and testing of fire apparatus) within one year of hire date.</li> <li>● Ability to obtain ASE refrigerant certification or equivalent within six months of hire date.</li> <li>● Ability to obtain forklift license within one year of hire date.</li> </ul>
<i>Additional:</i>	<ul style="list-style-type: none"> <li>● Subject to call-out when off duty on nights and weekends.</li> <li>● Possession of a complete set of mechanic hand tools.</li> </ul>

## ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, supervise and coordinate the activities of the Fire Medical Rescue Department's Maintenance Division; and to perform a variety of technical tasks relative to the maintenance of fire safety equipment.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Service all Fire Department vehicles, fire pumps and their components, stand-by power supplies such as auxiliary generators, AC & DC electrical systems as well as other complex fire apparatus on a regularly scheduled basis.
- Supervise major and minor repairs and apply NFPA standards on all Fire Department apparatus and equipment, such as engine overhauls, major pump repairs, hydraulic equipment repairs to ensure they will perform under emergency conditions; apply EMS industry standards governing ambulance fleet design, maintenance and repair.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for the purchase, repair and maintenance of fire apparatus and equipment; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Train, supervise and evaluate employees assisting in the repair, maintenance and proper methods of operating fire apparatus and equipment. Maintain communication with members of the Fire Department to ensure apparatus and equipment is properly cared for and maintained.
- Develop and review specifications for the purchase of new equipment, evaluate all bids from vendors for vehicle and equipment purchases; develop and review specifications for outsourcing of maintenance and repair.
- Coordinate equipment repair work with other departments and vendors.
- Oversee a computerized maintenance information system for accurate recording and charging of parts and labor, as well as maintaining records of time, materials and equipment used; assist in ordering supplies and materials.
- Make initial inspections in difficult cases and recommend disposal of obsolete equipment.
- Attend training courses, read and study assigned materials related to emergency operations and fire apparatus maintenance.

- May drive and operate motor driven equipment including pumpers and ladder trucks.
- Ensure the adherence to safe work practices and hazardous waste disposal program regulations by Fire Department personnel.
- Establish and maintain positive and effective working relationships with supervisors, co-workers, subordinates, contractors and vendors;
- Provide pro-active performance planning utilizing performance management tools.
- Physically present to perform the duties of the position.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects up to 75 lbs.;
- Move heavy objects with forklift (3,500 lbs.), dolly (300 lbs.), crane/hoist (6,000 lbs.), pallet jack (5,500 lbs.);
- Operate city vehicles (i.e. Fire apparatus – engines, ladders, city vehicles, light utility vehicles);
- Operate city equipment (i.e. bucket truck, riding mowers, backhoe, etc.);
- Use power tools (i.e. mowers, jackhammers, drills, chain saws, etc.);
- Use tools (i.e. hammers, wrenches, shovels, saws, wheel barrels, etc.);
- Other physical labor essential to the classification;
- Operate computer program applications appropriate to assigned duties;
- Work in confined areas;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours.

## COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

**JOB DESCRIPTION HISTORY**

*Effective Date November 1988*

*Revised August 12, 1996*

*Revised March 2002*

*Revised July 2002 (Range Adjustment)*

*Revised August 2013 (Essential Functions & Minimum Qualifications)*

*Revised February 2018 (Essential Functions, Minimum Qualifications, & update Physical Activities)*

*Revised March 2018 (change FLSA status to Non-Exempt)*

*Revised April 2018 (update license min quals from Class A to Class B)*