POSITION: Fleet Mechanic
CREATED: 3/2006
REVISED: 6/2023
FLSA CLASSIFICATION: Salary, Non-Exempt
BARGAINING UNIT: Represented

SUMMARY

The primary responsibility of the Fleet Mechanic is to maintain and repair all District vehicles, ensuring a fleet capable and ready to respond under emergency conditions. In order to ensure vehicle readiness, the Fleet Mechanic provides routine preventative maintenance, performs testing and inspections and is available for emergencies as well as routine repair work.

Performance is evaluated through observation of daily activities and the ability to meet performance standards such as program objectives, requirements and deadlines, accuracy of reports, completion of tasks and adherence to safety standards. Due to the nature of the position, occasional evening and weekend hours may be required.

REPORTING RELATIONSHIPS

This position reports to the Lead Mechanic, who provides general supervision and evaluation. The Fleet Mechanic has no direct supervisory role but may provide guidance to employees who use and drive district vehicles.

ESSENTIAL DUTIES

The duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ensure apparatus and support vehicles are maintained and ready to respond at all times.
- Inspect vehicles and mechanical systems for defects to ensure they meet all performance specifications and safety standards.
- Maintains proficiency to repair, overhaul, and adjust gasoline and diesel engines, engine driven equipment, and all other vehicle systems.
- Performs complete periodic preventative maintenance and inspections of all district vehicles, in accordance with manufacturer's requirements and nationally recognized best practices.
- Changes, repairs and rotates tires.
- Performs annual service tests for engine and pump certifications.
- Operates a variety of diagnostic instruments and a variety of hand, electric and air driven tools.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Provides guidance and instruction to district personnel on the proper operation of vehicles and equipment to reduce breakdowns and premature mechanical failures.
- Instruct firefighters as needed on mechanical system repair during an emergency or in the shop.
- Keeps a record of repairs and maintenance performed.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Inform supervisor of availability after regular hours and maintain communications to ensure timely response to requests for after-hours assistance.
- Attend necessary training courses as needed to maintain proficiency, certifications or as required for the position.
- Assist community members, as needed or directed, when or if they come onsite.
- Performs other duties as appropriate to the position and as necessary or assigned.
- Responsible for actions, words, and attitudes while demonstrating cooperation, courtesy, and consideration to foster a respectful and productive team environment. Ensures all behaviors align with organizational values.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Automotive mechanics; gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding.
- Safety hazards and precautions common to heavy equipment and vehicle maintenance and repair activities.
- Practices, methods, materials and tools used in modern equipment maintenance.
- Brake hydraulic and air repair.
- Assessing electrical systems.

Skilled in:

- Use of the various tools and equipment necessary to complete the assigned maintenance tasks.

Ability to:

- Carry out assigned projects to their completion.
- Maintain effective accounting and records maintenance procedures.
- Communicate effectively verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, vendors and the public.
- Work independently in a safe manner, adhering to all safety protocol.
- Drive to various worksites throughout the District, utilizing personal or agency vehicle.

QUALIFICATIONS

To perform this job successfully, an individual must be able perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required.

Required

- High school graduate or equivalent (GED).
- Minimum five (5) years of experience working as diesel mechanic, with a minimum of three (3) years of journey level experience.
- Experience using computer-based diagnostic and testing equipment and programs.
- Valid Washington State Driver's license with a minimum Class B CDL endorsement.
- Emergency Vehicle Technician (EVT) Fire Apparatus Track Certification, Level 1.
- Must have and maintain a valid WA State Driver License with a minimum class B CDL endorsement.

Preferred

- Previous experience as a Mechanic for a fire agency.
- Additional EVT certifications
- Automotive Service Excellence (ASE) certifications as follows:
  - ASE Light Duty Fire Apparatus
  - ASE Heavy Duty Fire Apparatus
  - ASE Ambulance Technician
- Experience working on Cummins engines and associated diagnostic software.
- Experience working on Ford vehicles, gas and diesel, and associated diagnostic software.
- Experience working on Allison transmissions and associated diagnostic software.

MACHINES, TOOLS, AND EQUIPMENT

The Fleet Mechanic will provide their own set of basic hand tools. The District will provide specialized tools and equipment. Will operate or work around the following machines and equipment: Air tools,

brake lathes, welders', in-ground and portable lifts, meters, torches, presses and any other typical mechanic shop equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the 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:

- Will frequently use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- Will be expected to climb or balance, walk, stoop, kneel, crouch or crawl on and under vehicles.
- Will frequently lift and/or move up to 25 pounds, and occasionally lift up to 100 pounds.
- Must be able to see at close proximity, identify specific colors, and be able to adjust focus.
- Is required to have sufficient visual and auditory ability to perform assigned tasks.
- Must be able to see at proximity, identify colors and be able to adjust visual focus.
- Regularly communicates with individuals verbally, in writing and over the telephone.

WORKING CONDITIONS

The working environment characteristics described here are representative of those an employee encounters while performing the principle duties of this job.

Work is performed indoors and outdoors in a shop environment and may occasionally require presence at emergency scenes. Will occasionally be exposed to inclement or adverse weather conditions. Moderate exposure to antifreeze, oils, diesel fuel, gasoline and other general shop petroleum and cleaning products and exposure to fumes. Exposure to varying noise levels in the work environment and proper ear protection must be worn when required. May be required to repair apparatus while operating at an incident.

SAFETY

All common and approved safety practices will be followed, and the Fleet Mechanic will ensure that these practices are adhered to by all employees working at the shop or in the field. This will include proper lifting techniques, protection of the eyes, ears, fingers and other bodily parts. The Fleet Mechanic will ensure that all shop equipment is used properly, taking full advantage of all provided safety gear, equipment and mechanisms.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change as necessary to support District needs. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Must successfully pass pre-employment screening to include background check and drug testing.