



## CLASS SPECIFICATION

Class Code: FEFM  
Date Est: 04/2016  
Last Rev: 12/2019  
Last Title Chg:  
FLSA: Non-exempt  
Probation: 12 Months

### FIRE EQUIPMENT FLEET MANAGER

#### **DEFINITION**

Under general direction plans, organizes, manages, and directs the operation of the Truckee Meadows Fire Protection District's (TMFPD) vehicle fleet services, which includes the fire apparatus, vehicle and equipment maintenance and repair shop; and performs assigned duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

High school diploma or GED and seven (7) years journey level automotive or truck repair; OR two (2) years' experience managing fleet operations; OR an equivalent combination of education and experience.

#### **LICENSE OR CERTIFICATE**

##### **Required at time of application:**

Certification by the National Institute for Automotive Services Excellence as an ASE Master Mechanic for Automobiles and Trucks within 1 year of appointment.

Certification Emergency Vehicle Technician Certification Commission, Inc. as an EVT Master Technician for Fire Apparatus and Ambulances within 1 year of appointment.

##### **Required at time of appointment:**

A valid Class A Commercial Driver's License with an endorsement for hazardous materials.

##### **Required at time specified below:**

Must Possess NWCG certifications S-130/S-190 within 1 year of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over assigned staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Prioritizes, schedules and performs timely maintenance and repairs on fleet of fire vehicles, equipment and apparatus to ensure a state of readiness for emergency response.

Locates and purchases parts, supplies and equipment necessary to perform repairs and modifications.

Contracts with outside vendors to perform repairs that are outside the scope or available time of the fire department fleet.

Identifies and maintains an inventory of parts, supplies, tools and equipment necessary to perform repairs.

Responds to large emergency events to oversee apparatus operations, including evaluation and repair apparatus and equipment as needed.

Assist in the preparation of the budget; maintains budgetary control over supplies and equipment.

Develops apparatus maintenance and repair programs; supervises and oversees personnel in the inspection and maintenance of fire apparatus and equipment; coordinates maintenance and repairs on fire tools and equipment; ensures all maintenance records are completed and filed; maintains knowledge of operation and maintenance; develops and applies fleet management programs, writes apparatus and equipment specifications; assists in purchasing of fire apparatus and equipment.

Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Knowledge of:**

Emergency fire and medical response vehicle, apparatus and equipment laws, statutes, rules, regulations, practices and procedures.

Vehicle and equipment maintenance, diagnosis, repair, design and fabrication methods and practices.  
Federal, State, and County fire service rules and regulations.

Fire suppression methods, practices, and procedures for a variety of fire, hazardous material responses, emergency medical services and rescue operations.

Specialized electrical and hydraulic systems.

Computers and related equipment, hardware and software for preparing reports, maintaining inventory and tracking repair records.

Basic OSHA safety rules and procedures.

### **Skill in:**

Applying the ASE Master Mechanic training when troubleshooting, diagnosing and repairing fire department fleet vehicles.

Employing the training elements of the ASE Master Mechanic when performing job duties.

Demonstrating the training elements of the EVT Master Technician training when performing job duties

### **Ability to:**

Communicate effectively, both orally and in written communications.

Provide program direction to staff engaged in equipment repair and maintenance.

Plan, organize, administer and evaluate the work of staff.

Manage fleet budget.

Resolve moderately complex problems encountered in performance of work assignments.

Research and prepare materials, apparatus, and equipment specifications for bid and construction process.

Assist in and performs duties of contact person for bid evaluations and administration of construction projects.

Design and fabricate equipment modifications to meet changing needs of the fire department.

Perform annual inspection testing of pumpers, valves, gauges, controls, and equipment to meet established guidelines and standards of the National Fire Protection Association.

Locating and obtaining repair equipment, tools and supplies.

Establishing and maintaining effective working relationships with others.

Perform annual inspection of vehicles to meet the Department of Transportation, National Fire Protection Association, and Federal Specifications for the Star of Life Ambulances.

Ensure fleet maintenance shop equipment, practices and procedures meet Occupational Safety and Health Association (OSHA) requirements.

List hazardous supplies in the Safety Data Sheets (SDS) book, and properly labels and stores supplies.

### **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Work involves extended workdays outside the regular working hours to respond, manage and repair fleet vehicles and apparatus during emergency response incidents. Work requires data entry, lifting, carrying, and transporting equipment and tools and supplies weighing up to 50 pounds. Vision and hearing is required to perform essential functions. Work is performed in office and field environments. Work may involve potential exposure to extreme weather conditions, extreme heat, hazardous chemicals and materials, emergency disaster situations, body fluids, infectious diseases and air and water borne pathogens when repairing and maintaining emergency vehicles and equipment during large emergency events. Requires the safe use of a District Vehicle on District business.

Licenses and certifications are required to be kept current and maintained for continued employment.

All applicants will be required to pass a thorough medical examination, which may include, but is not limited to, physical agility test prior to appointment and for continuing employment.

Applicants will be required to undergo a background investigation prior to being considered for employment.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*