



JOB DESCRIPTION

POSITION:	Fire Captain – Fire Apparatus Officer
CLASSIFICATION:	Public Safety
POSITION RANGE:	#40
REPORTS TO:	Battalion Chief
FLSA STATUS:	Non-Exempt

General Statement of Duties

Under general direction of a Battalion Chief, assumes primary responsibilities for the supervision and management of the fire district's fleet maintenance department and programs, including organizing, coordinating and directing the activities and operation of the fleet maintenance facility. Duties include performing diagnosis, maintenance and repair of fire apparatus, fleet vehicles and ancillary equipment. Provides supervision for subordinate personnel assigned to the fleet maintenance facility. Responsible for the purchase, inventory and allocation of parts, equipment, and supplies used to maintain and operate fire apparatus and ancillary equipment. This position works a standard 40 hour work week and is subject to emergency call-back and on-call duties as required to meet the needs of the fire district.

Essential Functions

- Ensures district fire apparatus, fleet vehicles and ancillary equipment is maintained in a safe and operable condition.
- Prepares, maintains and reviews records, reports and files for accuracy and compliance with applicable regulations.
- Coordinates, arranges, and supervises or provides for the completion of corrective and preventative maintenance of fire apparatus, fleet vehicles and ancillary equipment.
- Inspects and tests all work performed by subordinate personnel to ensure quality of service performed and compliance with standard operating procedures, federal regulations, NFPA, and emissions regulations.
- Coordinates work activities with other agencies.
- Assists subordinate personnel with the maintenance and repair of fire apparatus, fleet vehicles and ancillary equipment.
- Moves materials such as, but not limited to, steel, pipe, or parts from one place to another.
- Moves objects such as, but not limited to, transmissions and truck tires for distances up to 100 feet.

- Works in small, cramped areas while performing maintenance and repairs of fire apparatus, fleet vehicles and ancillary equipment.
- Works at elevations up to 150 feet while performing fire apparatus aerial repairs and maintenance.
- Ensures the fire district's fleet maintenance facility and vehicle storage yard are maintained in accordance with regulations, organizational standards and within fiscal constraints.
- Administers and monitors the accounts within the budget as assigned.
- Provides recommendations for purchase when replacement or new fire apparatus, fleet vehicles and ancillary equipment is required.
- Provides training to district employees related to the safe operation and care of fire apparatus, fleet vehicles and ancillary equipment.
- Participates in the development of policies and procedures related to the maintenance, repair, and safety of district fire apparatus, fleet vehicles and ancillary equipment.
- Attends and participates in training opportunities and seminars relevant to this position as assigned.
- Keeps the Battalion Chief informed of significant problems or issues that may jeopardize the achievement of organizational objectives and mission readiness.
- Manages and supervises Fire Mechanic I, Fire Mechanic II, and other employees as assigned.
- May command fire, rescue, and medical operations when assigned.
- Communicates with subordinate personnel, peers, chief officers and other employees by clearly explaining repair and maintenance issues concerning fire apparatus, fleet vehicles and ancillary equipment.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Knowledge of supervisory practices and methods.
- Knowledge, skills, and abilities for the position of Fire Captain.
- Knowledge of the hazards and applicable safety precautions of the fleet mechanic's trade.
- Knowledge of the hazards and applicable safety precautions for the operation of a fleet maintenance facility.
- Knowledge and experience in the methods, materials, tools and practices of the fleet mechanic's trade.
- Knowledge and experience in the procedures and methods used in the maintenance and repair of fire apparatus, fleet vehicles and ancillary equipment.
- Knowledge of firefighting equipment and apparatus.
- Knowledge of firefighting methods and applicable maintenance practices.
- Knowledge of principles of all types of fire apparatus, fleet vehicles and ancillary equipment electronic control systems.
- Ability to accurately prepare, maintain and review computer based records, reports and files related to the maintenance of fire apparatus, fleet vehicles and ancillary equipment.
- Ability to effectively plan, coordinate, and assign daily duties of fleet mechanics to facilitate departmental goals, standards, and mission readiness.
- Ability to perform repair work on a wide variety of fire apparatus, fleet vehicles and ancillary equipment.

- Ability to follow verbal and written instructions.
- Ability to prepare and maintain accurate work records/reports of the repair and maintenance performed on fire apparatus, fleet vehicles and ancillary equipment.
- Ability to perform all physical requirements of the position.
- Ability to establish and maintain effective relationships with other district employees, vendors, agency representatives, and the general public.

Required Training and Experience

- High school diploma or its equivalent.
- Must possess a valid Arizona Class B Commercial Driver's License (CDL).
- Requires any combination of training, experience, and education equivalent to a minimum of five (5) years experience as a fleet mechanic, including three (3) years experience in heavy-duty equipment maintenance or repair.
- Certification as an Emergency Vehicle Technician (EVT) Level III.
- Associates's Degree in related field, and/or any equivalent combination of experience and training that provides the minimum requirements.

Additional Qualifications

- Demonstrated ability providing the leadership required for organizational effectiveness and success.
- Demonstrated ability to initiate and exercise a positive role in consideration of the fire district's mission both interior and exterior to the organization.
- Performance of other essential functions dependent upon work locations and assignments.

This job specification should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel.