



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Emergency Vehicle Technician Apprentice **LAST UPDATED:** 09/21/2016
DEPARTMENT: Fire **JOB CLASS:**
REPORTS TO: Fire Fleet Manager **FLSA DESIGNATION:** Non-Exempt

Summary: Under the supervision of the Fire Fleet Manager, performs repair and preventative maintenance work as an apprentice for the class of Emergency Vehicle Technician (EVT). Includes preventative maintenance duties on a wide variety of fire equipment and vehicles. Works with increasing independence as technical competence increases.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Keeps track of shop inventory and orders accordingly.
- Ensures shop cleanliness and maintenance on a regular basis.
- Processes and tracks repair orders.
- Makes repairs and performs routine and preventative maintenance on all Department vehicles and equipment, both in shop and on-site.
- Visually and manually checks fire and Emergency Medical Service (EMS) vehicles and equipment to diagnose problems.
- Performs road tests on vehicles in order to assure proper operating levels.
- Verifies that proper repairs are done on fire and EMS vehicles and equipment sent to outside vendors or repair facilities.
- Operates computer to document repair work and maintenance on a daily basis.
- Monitors communications to respond to off-site requests for assistance.
- Monitors and instructs accordingly all safety-related issues as related to the shop area or any location where maintenance is being performed.

Other Important Duties:

- May be required to work overtime and be on-call during evening, weekends and some holidays.
- Performs other duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of vehicle maintenance and repair procedures.
- Knowledge of equipment repair schematics and diagrams.
- Knowledge of occupational health and safety rules and regulations.
- Knowledge of disposal and recycling techniques and procedures for hazardous materials, used oils and other chemicals.
- Knowledge of computers and related equipment, hardware and software to input maintenance and repair records and inventory costs, materials and hours.
- Knowledge of City policies and procedures.

Required Knowledge and Skills (continued):

- Skill in effective oral and written communications.
- Skill in providing cost effective maintenance and repair services.
- Skill in providing and utilizing on the job technical and safety training.
- Skill in preparing and completing work orders and related reports.
- Skill in resolving customer complaints and concerns.
- Ability to follow simple to complicated instructions, schematics, and other information contained in repair manuals for the diagnosis and repair of fire and EMS vehicles and equipment.
- Ability to perform calculations and work with numbers to solve problems.
- Ability to prioritize multiple work orders.

Preferred Education, Experience, and Certifications:

- High School Diploma or GED and 2+ years mechanical repair and maintenance work or equivalent combination of education and experience.
- Must obtain Class B CDL Texas Driver's License within three months of hire.
- ASE Mechanic certification preferred.
- Must obtain Emergency Vehicle Technician (EVT) certification within one year of hire.
- Must pass a pre-employment drug screen, criminal background and MVR check.
- polygraph test, criminal background and MVR check

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an automotive repair shop and on construction sites.
- May be subject to exposure to extreme weather conditions, hazardous chemicals and fumes common to automotive repair shops.

Physical Demands

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	X	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	X
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	X	Reaching – extending hands or arms in any direction.	X
Crawling – moving about on hands, knees, or hands, feet.	X	Repetitive Motion – substantial movements of wrists, hands, fingers.	X
Crouching – bending body forward by bending leg, spine.	X	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	X
Fingering – picking, pinching, typing, working with fingers rather than hand.	X	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	X
Grasping – applying pressure to object with fingers, palm.	X	Talking 1- expressing ideas by spoken word	X
Handling – picking, holding, or working with whole hand.	X	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.		Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	X

Hearing 2 – receive detailed information, make discrimination in sound.	X	Visual Acuity 2 - color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	X	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	X	Visual Acuity 4 - operate motor vehicles/heavy equipment.	X
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	X
Pulling - use upper extremities to exert force, haul or tug.	X	Walking - on foot to accomplish tasks, long distances, or site to site.	X

Work Environment

Work performed is primarily:

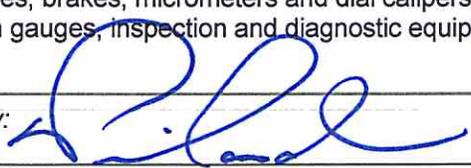
(X = Primary type of work performed)

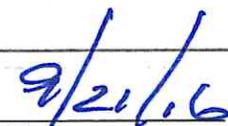
<i>Sedentary work:</i> Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
<i>Light work:</i> Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.	
<i>Medium work:</i> Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.	X
<i>Heavy work:</i> Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects	
<i>Very heavy work:</i> Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.	

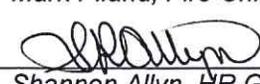
Equipment and Tools Utilized:

- Operates various emergency vehicles and equipment on an as-needed basis (for testing purposes).
- Operates computer, copy machine, fax machine, telephone and all shop-related equipment as needed.
- Operates volt ohmmeter, amp meter, pressure gauges, nozzle and valve repair kits, calibrating tools for engines, brakes, micrometers and dial calipers, welders, grinders, saws, drills, torch, brazing rod, precision gauges, inspection and diagnostic equipment, tachometers, AC pump/gauges.

Approved By:


 Mark Piland, Fire Chief


 Date


 Shannon Allyn, HR Generalist

09/21/2016
 Date