

Menlo Park Fire Protection District

**FLEET SUPERVISOR**

(Non-safety, full-time, exempt, AFSCME, benefited position)

Class Description

**Definition**

Under general supervision of a Staff Chief, repairs and maintains all District fire apparatus, vehicles and equipment. Work performed covers a complete range of diagnosis and repair of diesel and gasoline powered apparatus and equipment; and performs related work as required.

**Distinguishing Characteristics**

This is a supervisor-level classification responsible for performing skilled tasks in the mechanical repair and maintenance of diesel powered fire apparatus, hydraulic systems for aerial ladders and gasoline-powered automobiles. Assignments are received in the form of general oral or written work orders, but the employee is expected to determine the nature and extent of needed repairs. The employee may provide technical assistance in developing equipment specifications and recommendations for replacement of fire apparatus and vehicles. Work is reviewed through the proper functioning and performance of equipment and apparatus repaired.

**Typical and Important Duties**

1. Inspects, diagnoses, adjusts, repairs and maintains all of the vehicles and fire equipment used in the Fire District;
2. Inspects, adjusts and repairs gasoline and diesel engines and hydraulic systems;
3. Repairs and/or overhauls fire apparatus and automotive equipment;
4. Repairs or overhauls chassis units including brake systems, transmissions, differentials and front and rear axles;
5. Removes and installs engines, differentials, clutches, transmissions, and steering assemblies;
6. Replaces connecting rods and main bearings;
7. Times camshaft and ignition;
8. May repair, rebuild and paint body and chassis units;
9. Performs machine shop work including welding and cutting operations;
10. Decides issues arising in relation to equipment repairs such as whether a part shall be repaired or replaced;
11. Removes and installs specialized equipment on fire trucks and vehicles;
12. Keeps records and makes reports;
13. Stays current with changes in education, technology, rules, regulations, and laws related to the work.
14. Performs other related duties and responsibilities as assigned.

**Job-related Qualifications**

*Knowledge of:*

- The construction, assembly, adjustment and maintenance of diversified automotive equipment including heavy fire apparatus and fire equipment.
- The operations and repair of diesel and gasoline engines, hydraulic systems and chassis parts.

- The hazards and safety precautions of heavy mechanical work.

*Ability to:*

- Diagnose defects and to remedy defects; make effective use of labor and materials.
- Keep records and make reports.
- Understand and effectively carry out oral and written instructions.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Establish and maintain cooperative relationships with employees, supervisors, and the public.
- Learn and effectively apply local, state, and federal codes, laws, and regulations.
- Represent the District effectively and professionally in contacts with representatives of other agencies and the public.
- Take a proactive approach to customer service issues.
- Make/recommend process improvement changes to streamline procedures.
- Perform assignments and maintain equipment in a safe manner; understand and carry out safety policies, rules, and regulations; properly uses safety equipment.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- The care and use of tools employed in all phases of heavy mechanical maintenance and repair work.
- Locating and adjusting defects in heavy equipment.
- Basic keyboarding.
- Operating a personal computer and appropriate worked-related applications, including word processing, calendaring, and e-mail systems.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Extensive experience of up to 10 years as a journey-level automotive mechanic, including experience in the repair and maintenance of diesel and gasoline-powered equipment and hydraulic systems. Supervisory experience is required.

*Training:* Equivalent to graduation from high school.

### **Licenses and Certificates**

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid Class 2 California Driver's License, which must be maintained as a condition of employment.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Ability to sit, walk, stand and use hands to operate heavy equipment, machinery and tools; lift and carry 50 pounds; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone.

*Work Environment:* Mobility to work in a typical office setting or field environment with exposure to dust, uneven surfaces, changes in temperature, and loud noises.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; may work protracted and irregular hours.

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