

Title: Fire Equipment Supervisor
PG: 53
Status: Civil Service
Position Reports to: Assistant Fire Chief
Department: Fire

Class Code: 4002
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible supervisory and technical work in supervising the operations of the fire maintenance shop. Work involves improvement and repair of fire apparatus and equipment. Contacts equipment suppliers, reviews bids, and recommends the purchase of equipment and insures suppliers' and manufacturers' compliance. Supervision is exercised over semi-skilled assistants. Work is performed with considerable independence within the framework of general policies established by the Assistant Chief of Administrative Services, who reviews work through reports, conferences, analysis of production and maintenance costs and on-site inspections.

ESSENTIAL FUNCTIONS:

1. Prioritizes daily duties for equipment repair and maintenance for semi-skilled personnel and maintains facility safety.
2. Writes specifications for new equipment and purchases parts and supplies from vendors.
3. Maintains equipment service records.
4. Prepares reports and policies on computer word processor.
5. Tests apparatus and pumps by National Board of Fire Underwriters recommendations.
6. Supervises and participates in automotive mechanical repair, mill and machine work, pump and transfer maintenance.
7. Supervises respiratory protection for employees.
8. Designs and builds custom equipment.

ADDITIONAL RESPONSIBILITIES:

1. Creates equipment usage policies.
2. Designs and draws sheet metal parts for construction.
3. Instructs others in the use of equipment and repair which may include outside vendors, repairs and installs various equipment.
4. Maintains financial record keeping as it pertains to a garage.
5. Functions as a firefighter at emergency scenes.
6. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the characteristics and maintenance needs of a wide variety of automotive, fire, and related equipment.
2. Knowledge of the principles, techniques, and practices of management of an equipment repair shop.
3. Skill in cutting and welding.
4. Skill in designing and drawing custom equipment.
5. Ability to plan, organize, and supervise the work of subordinates.
6. Ability to organize shop facilities to meet fluctuating and unusual demands.
7. Ability to prepare and interpret specifications for the purchase of equipment.
8. Ability to establish and maintain effective working relationships with other employees.

WORKING ENVIRONMENT/CONDITIONS:

Requires both sedentary work (keyboarding) and medium to heavy work that involves walking, standing, stooping, lifting, digging, pushing, or raising objects, and also involves exerting between 20 to 50 pounds of force on a frequent basis, and 50 to 100 pounds of force on an occasional basis.

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The job can risk exposure to significant environmental hazards, bright/dim light, dust and pollen, extreme heat and/or cold, wet or humid conditions, vibration, fumes and/or noxious odors, moving machinery, heights, disease/pathogens.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Must have earned an A.S. or A.A. degree from an accredited college or university.
2. Must be an ASE (Automotive Service Excellence) certified mechanic.
3. Two (2) year's experience as an auto mechanic supervisor on a fleet mechanic's level.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
5. Within one (1) year must become a state certified firefighter.
6. Completion of City University Level one (1) or completion within twelve (12) months.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid state of Florida Class D driver's license.
2. Must maintain a valid home telephone number or personal contact phone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.