

## LEAD FIRE MECHANIC

### JOB DESCRIPTION

**Classification Responsibilities:** A Lead Fire Mechanic exercises direction, guidance, and assistance to equipment maintenance and repair personnel, and performs skilled maintenance and repair of heavy-duty equipment. Work involves diagnosing and repairing vehicle systems on fire equipment, complex firefighting apparatus, and related equipment. This class also assists the Shop Supervisor as needed with day-to-day planning for the shop. Performs related duties as required.

**Distinguishing Features:** A Lead Fire Mechanic may be subject to stand-by and call-out, and may be required to work flexible hours involving shift work or weekends. This class is distinguished from the Equipment Mechanic II class by its lead supervisory responsibilities over journey-level mechanics and other personnel. The Lead Fire Mechanic receives general supervision from the Shop Supervisor, who reviews work progress and sets priorities through meetings, conferences, and overall results achieved. Direction may also be received from the Fire Maintenance and Resource Superintendent. The Lead Fire Mechanic class is distinguished from these classes by their full-supervisory responsibilities. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to a minimum of five years' experience as a journey-level mechanic, including good (1 - 3 years) experience in heavy-duty equipment maintenance or repair or as a City of Mesa Equipment Mechanic II.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date. Must provide own tools and rollaway box.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Experience in a lead or supervisory capacity is preferred. Certifications as an Automotive Service Excellence (ASE) auto/heavy truck master mechanic and an Emergency Vehicle Technician (EVT) Level III are preferred.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with equipment maintenance and repair personnel, management, and other coworkers/staff by clearly explaining task and preventive maintenance priorities. Also communicates with Mesa Fire and Medical Department personnel and other municipalities to understand their needs. Assists the Shop Supervisor in preparing written records for annual equipment certification

and new equipment purchasing. Instructs and/or trains Fire and Medical personnel in a classroom setting or in an informal station setting in the care and proper operation of fire apparatus. Prepares written documents such as work orders and parts requests in order to ensure that the correct parts and repair information are placed in the database. Consults with supervisor and vendor to resolve procedural or repair problems.

**Manual/Physical:** Inspects and tests all work performed by subordinate-level personnel to ensure quality of service performed and compliance with standard operating procedures, federal regulations, National Fire Protection Association (NFPA), and emissions regulations. Completes journey-level repair work on a wide variety of fire apparatus, vehicles, and Fire and Medical Department equipment. Assists equipment maintenance and repair personnel with extensive major overhauls and repairs on all types of fire apparatus including engines, drive trains, chassis, fire pumps, and hydraulics. Enters and retrieves maintenance and repair data on a personal computer. Operates vehicles and equipment requiring a standard Arizona Driver's License to test maintenance and repair work. Distinguishes colors to check equipment color codes and electrical wiring on vehicles. Detects natural gas leaks and compressed natural gas leaks. Detects backup warning devices when working around moving fire equipment. Operates motor vehicles to diagnose problems and make final tests on apparatus. Operates power-driven machinery such as hoists, jacks, overhead cranes, fabrication tools, and forklifts to service and repair equipment. Uses common hand tools, such as a hammer, saw, screwdriver, or other tools to conduct repairs. Operates a variety of standard office equipment (copier, fax) to copy electrical schematics, engine drive train, and other documents to assist in the repair of vehicles. Installs or replaces filters, belts, or other objects to repair equipment. Performs physical inventory of shop truck parts, tools, and tire room. Moves material such as steel, pipe, or parts, from one place to another using a forklift. Moves objects such as transmissions and truck tires for distances of up to 100 feet. Cleans work area and equipment using cleaning fluids and chemicals. Uses paints for body repair. Works in small, cramped areas while performing pump, electrical, engine, and brake repairs. Works at elevated levels (100 feet) while performing fire apparatus aerial repairs and maintenance. Uses appropriate personal protective equipment (PPE). Meets scheduling and attendance requirements.

**Mental:** Provides direction, guidance, and assistance to equipment maintenance and repair personnel. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural and other work-related problems regarding the best and quickest repair procedure. Coordinates work activities with Mesa Fire and Medical Department personnel and personnel from other agencies as necessary. Conducts research or analyzes data to diagnose fire apparatus problems. Performs mathematical calculations and statistical computations for annual service pump testing. Comprehends and makes inferences from written material such as manufacturers' service and parts manuals and NFPA regulations to diagnose and repair fire apparatus. Understands and interprets schematic drawings and layouts to perform problem analysis. Estimates labor and material costs from repair diagnosis. Learns job-related material through on-the-job training regarding shop activities, fire apparatus components, and servicing instructions. Learns job-related material in a classroom setting regarding electronic/computer engine control and drive train specialties.

**Knowledge/Skills/Abilities:**

Knowledge of:

lead/supervisory practices and methods;  
the hazards and safety precautions of the mechanic's trade;  
the methods, materials, tools, and practices of the mechanic's trade;  
the procedures and methods used in the maintenance and repair of diesel fire engines, pumps, and aerial-type equipment;  
water hydraulics (including water pumps, valves, governors, and relief valve systems);  
firefighting equipment and apparatus;  
firefighting methods and maintenance practices;  
principles of all types of fire apparatus electronic control systems;  
procedures and methods of aerial ladder and hydraulic maintenance, troubleshooting, and repair; and  
mig, tig, and arc welding fabrication.

Skill in:

the use and care of tools employed in all phases of repair and maintenance;  
diagnosis and repair of all types of fire apparatus and equipment; and  
operating a personal computer.

Ability to:

effectively plan and assign maintenance and repair work;  
perform journey-level repair work on a wide variety of fire apparatus, vehicles, and fire equipment;  
report work status and special problems to the shop supervisor in a timely manner;  
assume the duties of the Shop Supervisor in their absence;  
follow verbal and written instructions;  
prepare and maintain accurate work records of maintenance work;  
perform all physical requirements of the class;  
meet scheduling and attendance requirements; and  
establish and maintain effective working relationships with management, coworkers, supervisors, and user departments.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

Revised to Update Distinguishing Features 3/16

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PAY GRADE: 47

EEO-SCW

IND-8380

JOB FCTN-MEC

SWORN-No

INCREMENTS 81-200