

FIRE MAINTENANCE AND RESOURCE SUPERINTENDENT

JOB DESCRIPTION

Classification Responsibilities: The Fire Maintenance and Resource Superintendent is responsible for planning and overseeing the Fire Maintenance service area which involves the maintenance and repair of all Fire Department apparatus, vehicles, and related equipment, and for the Fire Resource Management service area which includes the warehousing, purchasing, uniform and protective clothing programs, and facilities maintenance coordination for the Fire Department. The position is directly responsible for managing both the Fire Maintenance budget and Fire Resource budget.

The Fire Maintenance and Resource Superintendent directs the maintenance and repairs for Mesa Fire apparatus (and Rio Verde Fire Department apparatus), vehicles, and equipment which includes preparing cost estimates and managing the operating budget for the Fire Maintenance service area; determining the priorities for the allocation of bond funds for replacement fire apparatus; estimating and analyzing utilization, labor and equipment costs, useful life, and maintenance requirements for fire apparatus, vehicles, and fire equipment, including self contained breathing apparatus (SCBAs); preparing specifications, evaluating bids, and making recommendations to the Assistant Chief for new fire apparatus, vehicles, and equipment; conducting the final inspection for all new apparatus and vehicle purchases; coordinating with the Communications Department to budget for the communications equipment for fire apparatus and vehicles; overseeing the disposal of obsolete and surplus fire apparatus, vehicles, equipment, and supplies; ensuring the maintenance shop complies with federal and state mandates and regulations and National Fire Protection Association (NFPA) standards; developing the Fire Department's vehicle replacement plan and establishing the vehicle replacement schedule; providing technical, expertise and direction to the maintenance staff, fire training staff, and fire crews on the operation and maintenance of fire apparatus, equipment, and systems; overseeing the use and reconciliation of the computerized fleet maintenance tracking systems; and maintaining relationships with the fire apparatus and equipment vendors.

The Fire Maintenance and Resource Superintendent also directs the Fire Resource Management operations, which involves preparing cost estimates and managing the operating budget for the Fire Resource service area; overseeing the purchasing, inventory, and warehousing of medical, emergency preparedness, and station supplies at two warehouse locations (one at the East Mesa Service Center and the other at the South Center Street Campus) and ensuring that the warehouses comply with federal and state mandates and regulations, National Fire Protection Association (NFPA) standards, and grant requirements; overseeing the Fire Department's uniform program, turnout cleaning program, and facility inspection and facility maintenance (coordinated with and performed by Facilities Maintenance) for Mesa fire stations and facilities; preparing specifications, evaluating bids, and making recommendations to the Assistant Chief for new fire protective clothing, medical supplies, and station supplies; overseeing the delivery of mail and supplies to Fire Department facilities and stations; and overseeing the use and reconciliation of the computerized warehouse inventory system.

Distinguishing Features: The Fire Maintenance and Resource Superintendent works independently and is required to make critical decisions on a daily basis regarding the operations of both the Fire Maintenance and Fire Resource Management service areas. These decisions often significantly impact the Fire Department's overall budget, as well as the safety of both the fire crews and citizens. The incumbent receives general supervision from the Assistant Fire Chief for Support Services who reviews and evaluates work through conferences, reports, and overall results achieved. The Fire Maintenance and Resource Superintendent supervises the Fire Maintenance Shop Supervisor and the Senior Fire Maintenance Service Technician, which supervise other mechanic and equipment maintenance positions; the Parts and Supply Supervisor, which supervises Parts and Supply staff at two Fire Department warehouses; and two Administrative Services Specialists - one responsible for the purchasing functions and the other for managing the office, tracking the budgets, and supervising two Program Assistants (one coordinates the uniform program, safety shoe, and turnout cleaning programs, and the other is the liaison with the Facilities Maintenance Department, which actually performs the majority of the facilities maintenance work). This class is FLSA exempt-executive.

QUALIFICATIONS

Minimum Qualification(s) Required. Graduation from high school or GED. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Management, Business or Public Administration, or a related field. Extensive (5+ years) administrative experience in fleet or facilities management, including 3 - 5 years supervisory experience.

Special Requirement(s). Must possess a valid Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). Fire service or public sector fleet or facilities management is preferred. Certified Public Manager, Certified Equipment Manager, or equivalent certification is desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates with subordinate-level personnel, supervisors, coworkers, management, and other City employees to establish and maintain effective working relationships. Communicates with subordinate employees, as well as customers from the Mesa Fire Department and Williams Gateway Airport Authority, to establish and convey preventive maintenance and repair priorities. Communicates with management, coworkers, vendors, and other personnel to discuss acquisition and service of equipment. Instructs and trains employees in proper safety and equipment maintenance, apparatus inspection, and pumping procedures. Presents facts clearly and concisely both orally and in writing. Prepares, reviews, and updates equipment, vehicle, and apparatus specifications. Prepares written documents including bid proposals and council reports. Prepares periodic reports for management, auditors, etc. Prepares written specifications for new apparatus and equipment. Prepares work orders, parts requests, and various written reports and schedules, including formal evaluations of subordinate-level work performance. Resolves disputes involving warranty situations.

Manual/Physical: Reviews, inspects, and evaluates vehicles, working conditions, and the work of subordinate-level employees to ensure compliance with established operating and safety procedures and all applicable federal, state, and local laws and regulations. Reviews bids and quotations from vendors. Monitors costs and expenditures. Reviews fire apparatus original build sheets. Keeps accurate and detailed records of repairs and maintenance. Monitors and assesses building and furnishing conditions. Provides support at major emergencies. Uses appropriate personal protective equipment (PPE). Operates a variety of standard office equipment including a personal computer, facsimile machine, copier, and calculator. Meets scheduling and attendance requirements. Operates vehicles and equipment requiring a standard Arizona Driver's License to diagnose problems and make final tests on apparatus.

Mental: Plans, organizes, and supervises maintenance personnel and equipment within prescribed budgetary requirements and established standards. Analyzes vehicles, equipment, financial reports, and work recommendations for replacement. Evaluates bids, proposals, and various reports. Estimates labor and equipment costs, useful life, fuel usage, and maintenance needs. Plans, schedules, and reviews the work of employees to ensure compliance with federal and state environmental regulations, National Fire Protection Association (NFPA) mandates and guidelines, standard operating procedures, etc. Performs special projects such as modifying apparatus to provide additional or different capabilities. Identifies and resolves operational, administrative, personnel, and work procedural problems. Prioritizes work assignments. Submits changes to and manages the budget for the Fire Maintenance service area. Evaluates requests for new apparatus and equipment, develops specifications, evaluates bids and proposals, and makes recommendations. Develops short- and long-term goals for fleet vehicle use. Reviews and interprets blueprints and schematic drawings to apparatus and equipment. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in classroom settings.

Knowledge and Abilities:

Knowledge of:

equipment specifications and bidding procedures;
federal and state environmental regulations and National Fire Protection Association (NFPA) standards for fire apparatus, equipment compliance, and facility operations;
the methods, materials, equipment, and operations of general automotive and heavy equipment mechanical repair shops;
the techniques and practices of automotive and heavy equipment repair, maintenance, and testing;
the characteristics and maintenance needs of a wide variety of equipment, tools, appliances, and apparatus used by a fire department;
cost accounting and purchasing procedures;
recordkeeping systems, including an automated equipment management information system;
warehouse inventory control and procurement methods and procedures; and
the principles and practices of employee supervision, evaluation, and training.

Ability to:

identify and resolve operational, administrative, and personnel problems;
plan, organize, utilize, and manage human resources and equipment;
manage the budget and resources efficiently;
plan, schedule, and supervise the work of a varied staff of employees;
write, review, and update specifications;
generate, distribute, and evaluate various reports;
coordinate work activities with other divisions and departments;
keep accurate and detailed repair and maintenance records;
present facts clearly and concisely both orally and in writing; and
effectively develop, train, direct, and evaluate subordinates.

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 does 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 the job change.

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PAY GRADE: 55

EEO-O/A

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-9410

JOB FCTN-ADM

SWORN-No

INCREMENTS 81-200