

FIRE MAINTENANCE ADMINISTRATOR

JOB DESCRIPTION

Classification Responsibilities: The Fire Maintenance Administrator is responsible for planning and overseeing the fire maintenance shop and operational budget and directing the maintenance and repairs for Mesa Fire and Medical apparatus, vehicles, and equipment, and for those of contracting agencies. Duties include: estimating and analyzing utilization, labor and equipment costs, useful life, and maintenance requirements for apparatus, vehicles, and equipment, including self-contained breathing apparatus (SCBAs); developing the Department's vehicle replacement plan, establishing the replacement schedule, and making recommendations through the Deputy Director for new apparatus, vehicles, and equipment; preparing specifications and cost estimates, evaluating bids, and ensuring compliance with purchasing policies and procedures; determining the priorities for the allocation of bond funds for replacement apparatus; conducting the final inspection for new apparatus and vehicle purchases; coordinating with the Information Technology (IT) Department to budget for the communications equipment for apparatus and vehicles; overseeing the disposal of obsolete and surplus apparatus, vehicles, and equipment; ensuring the maintenance shop complies with federal and state mandates and regulations and National Fire Protection Association (NFPA) standards; overseeing the use and reconciliation of the computerized fleet maintenance tracking systems; 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; and maintaining relationships with the contracted agencies and fire apparatus and equipment vendors.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Fire Resource Administrator directly supervises a Shop Supervisor and/or Lead Fire Mechanics and may supervise other maintenance staff including Equipment Mechanics and the Senior Fire Maintenance Services Technician. This class reports to the Deputy Director - Fire and Medical Department who oversees multiple service areas. This class is FLSA exempt-executive.

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. Graduation from high school or GED. Extensive (5+ years) experience in the maintenance and repair of fire apparatus and equipment, including considerable (3 - 5 years) supervisory experience. Emergency Vehicle Technician (EVT) Level I and II certifications required at time of hire or promotion and EVT Management Level I and Level II Supervisor certifications within two years of hire or promotion.

Special Requirements. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Bachelor's or Master's Degree in Public Administration, Business Administration, or a closely related field; EMS Equipment Management Specialist (EMS) certification; and Emergency Vehicle Technician Master Level III certification are highly desirable.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with subordinate-level personnel, supervisors, coworkers, management, other City employees, and external contacts to establish and maintain effective working relationships. Communicates with management, coworkers, contracting agencies, contractors, fire apparatus and equipment vendors, and other personnel to facilitate the maintenance and repairs for Mesa Fire and Medical apparatus, vehicles, and equipment, and for those of contracting agencies. Coordinates with IT to budget for the communications equipment for apparatus and vehicles. Provides 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. Communicates and presents information clearly and concisely both orally and in writing. Prepares, reviews, and updates written documents including specifications, bid proposals, and council reports. Prepares data and reports for management, auditors, accreditation, etc.

Manual/Physical: Monitors and assesses conditions of apparatus and equipment. Prepares specifications and cost estimates. Reviews bids and quotes from vendors. Monitors costs and expenditures. Conducts the final inspection for new apparatus and vehicle purchases. Operates a variety of standard office equipment including a personal computer, facsimile machine, copier, and calculator. Operates vehicles and equipment requiring a standard Arizona Driver's License to respond to emergency scenes as needed and to participate in apparatus inspection activities, assess and monitor fire apparatus and equipment, etc. Meets scheduling and attendance requirements.

Mental: Plans and oversees the Fire Maintenance service area and personnel. Manages the operational budget for Fire Maintenance. Estimates and analyzes utilization, labor and equipment costs, useful life, and maintenance requirements for apparatus, vehicles, and equipment, including SCBAs. Develops the Department's vehicle replacement plan, establishes the replacement schedule, and makes recommendations through the Deputy Director for new apparatus, vehicles, and equipment. Prepares apparatus and equipment specifications and cost estimates, evaluates bids, and ensures compliance with purchasing policies and procedures. Determines the priorities for the allocation of bond funds for replacement apparatus. Provides 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. Oversees the use and reconciliation of the computerized fleet maintenance tracking systems. Oversees the disposal of obsolete and surplus apparatus, vehicles, and equipment. Ensures the maintenance shop complies with federal and state mandates and regulations and NFPA standards.

Knowledge/Skills/Abilities:

Knowledge of:

fire apparatus, vehicle, and equipment specifications;
purchasing procedures;
budgeting and cost accounting methods and systems; and
the principles and practices of employee supervision, evaluation, and training.

Skill in:

directing fire apparatus, vehicle, and equipment maintenance and repairs;
estimating and analyzing utilization, labor and equipment costs, useful life, and maintenance requirements;
preparing specifications and cost estimates and evaluating bids;
determining the priorities for the allocation of bond funds for replacement apparatus;
conducting final inspections for new apparatus and vehicle purchases;
providing technical expertise and direction to the maintenance staff, fire training staff, and fire crews;
maintaining relationships with the contracted agencies and fire apparatus and equipment vendors;
communicating with management, staff, other City departments and external contacts and stakeholders;
and
managing performance of staff.

Ability to:

manage apparatus, vehicle, and equipment maintenance and repairs within budget;
prepare specifications and cost estimates, evaluate bids, and ensure compliance with purchasing policies and procedures;
oversee the disposal of obsolete and surplus apparatus, vehicles, and equipment;
ensure the maintenance shop complies with federal and state mandates and regulations and NFPA standards; and
oversee the use and reconciliation of the computerized fleet maintenance tracking systems.

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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