

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**CHIEF FIRE MECHANIC**

DEFINITION

Under the direction of the Director of Support Services, the Chief Fire Mechanic manages, plans, organizes, and supervises the work of the Department's fleet operations, and may occasionally perform difficult and highly responsible mechanical work.

In the absence of the Director of Support Services, the incumbent may temporarily assume duties of the higher-level classification.

This classification is a Fair Labor Standards Act exempt, represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next lower classification of Fire Mechanic II in that Chief Fire Mechanic duties involve management of the Department's fleet operations and supervision of subordinate personnel. The classification differs from the higher classification of Director of Support Services in that the latter has overall management of the Support Services Division.

EXAMPLES OF DUTIES

Depending upon assignment duties include, but are not limited to the following:

- Supervise, plan, evaluate, and if needed, occasionally participate in the mechanical work performed by the Department Shop.
- Schedule, plan, assign, and prioritize required service and maintenance and coordinate emergency repairs.
- May establish service priorities based on Department needs, assign work, and inspect repair work.
- Assess and recommend budgets and budget revisions for tools, equipment, personnel, and other costs for work performed by the Department Shop and service, maintenance, and repairs.
- Assist in the design and preparation of apparatus and equipment specifications such as lighting, Code 3 systems, GPS systems, communication systems, and traffic control devices.
- Participate in training fire suppression personnel in proper apparatus and equipment operation and maintenance.
- Plan and supervise annual apparatus and vehicle tests, including testing of new and recently repaired apparatus and vehicles.
- Train Shop personnel in the use of testing equipment to troubleshoot maintenance and repair work.

EXAMPLES OF DUTIES (continued)

- Identify and resolve personnel related issues; provide appropriate supervision, direction, feedback, guidance, and training to multiple personnel, including employee recognition, performance evaluations, and discipline, as necessary.
- Determine, oversee, and supervise periodic inspections of equipment and apparatus at fire stations.
- Estimate cost of repairs, and make recommendations on whether to repair or replace equipment.
- Purchase tools and materials necessary for the repair of the Department's fleet.
- Maintain a list of suppliers to be used for obtaining parts, and maintain an inventory control system of Shop tools, parts, and supplies.
- Oversee the maintenance of records, make reports and make recommendations on the Shop budget.
- May represent the Department on inter-agency committees and in other cooperative programs.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or passing the General Education Development (GED) test and equivalent to the completion of an associate degree and four (4) years of journey-level experience. Experience must include the maintenance of diesel engines, heavy trucks and/or fire apparatus. A minimum of one (1) year supervisory experience or three (3) years of working in a lead capacity.

Or

Graduation from high school or passing the General Education Development (GED) and graduation from a recognized trade school on automotive mechanic and four (4) years of experience as a journey-level mechanic. Experience must include the maintenance of diesel engines, heavy trucks and/or fire apparatus. A minimum of one (1) year supervisory experience or three (3) years of working in a lead capacity.

Or

Graduation from high school or passing the General Education Development (GED) and eight (8) years of experience as a journey-level mechanic. Experience must include the maintenance of diesel engines, heavy trucks and/or fire apparatus. A minimum of one (1) year supervisory experience or three years of working in a lead capacity.

As a condition of employment, the incumbent must acquire and maintain the State Fire Marshal Emergency Vehicle Technician II Certificate within four (4) years of employment. Thereafter, the incumbent must acquire the State Fire Marshal Emergency Vehicle Technician III Certificate.

An incumbent possessing the Fire Mechanic II or Fire Mechanic III certification will be required to pass and maintain recertification as an Emergency Vehicle Technician III upon renewal.

Knowledge Of:

- Principles and practices of management relating to training, evaluation, and supervision of subordinates.
- Current principles, methods, practices, materials, tools, and equipment used in the maintenance and repair of fire equipment and apparatus, automobiles and heavy trucks.
- Principles of diesel engines, diagnostic equipment, and hydraulics.
- Fire equipment and apparatus repair, machine shop maintenance and use, auto body repair and painting, pipe fitting, hydraulic pumps, and welding techniques (gas and electric).
- Computer programs (such as Microsoft Word, Excel and Internet use), fleet management applications, and diagnostic software required to evaluate transmissions, engines and other equipment associated with apparatus and vehicles.
- Fundamentals of technological equipment necessary to be used in the performance of duties.
- Safety practices and procedures observed in the performance of work by Shop personnel.

Ability To:

- Effectively supervise, plan, evaluate, motivate, train, and direct the Department's Shop personnel and their activities.
- Effectively manage personnel performance standards; counsel and discipline subordinates.
- Make accurate estimates of repair costs and develop feasible specifications for new equipment or the modification of existing equipment.
- Accurately diagnose and repair malfunctions in a variety of mechanical and electrical components.
- Prepare required reports and research records whenever necessary.
- Occasionally, when needed, perform physical labor for extended periods.
- Respond promptly to call-backs.
- Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions/Physical Demands: Work is performed indoors and outdoors, with exposures to inclement weather, dust, grease and noise; incumbent will have regular contact with staff and the public. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, climbing, grasping, and repetitive hand movement and fine coordination. The incumbent should have normal manual dexterity and eye-hand coordination; and corrected hearing and vision to normal range, and must be able to lift, push, and pull

objects weighing up to 50 pounds without assistance and 70 pounds with assistance. The incumbent will be driving Department vehicles.

Required License: Must possess a valid, appropriate state of California driver's license at the time of hire. As a condition of employment, must acquire a California Class B Commercial license with a tank endorsement and no "Air Brake" restriction within six (6) months of employment. Must adhere to any drug and alcohol testing requirements as stipulated by the Federal Motor Carrier Safety Administration. Must maintain a safe driving record.

Tools: Upon hire, must have personal hand tools suitable for the performance of duties.

Pre-Employment Requirements: The candidate will be required to complete and pass a background check, Live Scan fingerprint, and complete a medical examination.