



## JOB DESCRIPTION

<b>Position:</b>	Emergency Vehicle Technician I
<b>Supervisor:</b>	Maintenance Manager
<b>Division:</b>	Planning and Support Services Division
<b>Section:</b>	Maintenance
<b>FLSA Status:</b>	Non-exempt
<b>Effective Date:</b>	January 2023

This Job Description is established by the Arvada Fire Protection District ("District") to outline the basic requirements, duties and general responsibilities of the Emergency Vehicle Technician I position and is written to complement the District's Member Handbook and Standard Operating Guidelines.

The headings in this Job Description are for reference only and shall not affect its interpretation.

### **Position Summary:**

The Emergency Vehicle Technician I performs maintenance and repair of automotive, firefighting apparatus and ambulance equipment.

### **Supervisory Responsibility:**

None.

### **Primary Duties and Responsibilities:**

The following duties are an overview of the primary duties and responsibilities of the Emergency Vehicle Technician II and should not be considered an all-inclusive list.

1. Demonstrate a comprehensive knowledge of and adherence to the District's rules, policies and procedures that pertain to the Administration and Operations Divisions specifically and the District generally, including but not limited to the rules, policies and procedures contained in the District's Member Handbook, Payroll Procedures Manual and Standard Operating Guidelines.
2. Perform routine repairs as directed by the Master Mechanic. Document all repairs performed in the District's electronic vehicle maintenance system.
3. Perform preventive maintenance on emergency response and support vehicles including oil changes and safety checks according to the District's preventive maintenance schedule. Document all preventative maintenance performed in the District's electronic vehicle maintenance system.
4. Occasionally answer after-hours emergency calls to repair faulty apparatus, vehicles, and equipment, and respond to location of apparatus or District facility as needed.
5. Assist with diagnosis and repair of District fleet including fire apparatus and support vehicles utilizing knowledge and expertise of automotive systems including; hydraulics, brakes and air brakes, ABS, gas and diesel engines, advanced electrical and onboard computers, fuel delivery, transmissions, air systems, exhaust, axles and suspensions,

fire pumps, foam systems, and aerial apparatus. Document all work performed in the District's electronic vehicle maintenance system.

6. Assist with diagnosis and repair of electrical, hydraulic, mainline and portable water pumps, water valves, foam generating systems and electrical generators, in accordance with manufacturers' instructions or manuals. Document all work performed in the District's electronic vehicle maintenance system.
7. May perform welding and fabrication of steel and aluminum for body repairs and apparatus refurbishment.
8. Assist the maintenance section by picking up parts and supplies for maintenance and repairs as needed.
9. Assist with annual testing programs for fire pumps and assist with annual aerial and ground ladder inspection and testing.
10. Assist with performing and maintaining records for NFPA fire equipment tests and apparatus testing.
11. Maintain detailed records on all vehicles and apparatus in an automated system to include all maintenance and repair records, cost of service, hours of service, parts used, accident reports, and all required checklists.
12. Drive apparatus/vehicles to diagnose, test after repair, and deliver and pick up from third party vendors.
13. Train firefighter-engineers in minor equipment repair, fluid adjustment, and vehicle maintenance, to be performed at fire stations.
14. Perform all duties in a safe manner using all required safety devices and equipment.
15. Monitor and maintain a clean and safe shop and work area.
16. Operate the mobile maintenance vehicle to perform preventative maintenance and minor repairs in the field as needed.
17. Develop and maintain positive, effective working relationships with District employees, volunteers, vendors, residents, other governmental entities and the community.
18. Be able to work independently or assist others as needed or requested.
19. Assist in maintaining the inventory as needed including accurate tracking of parts used.
20. Ensure the work environment follows District safety and environmental standards.
21. Maintain positive and constructive written and oral communication skills.
22. Attend meetings and trainings as required.
23. Maintain all required certifications and keep current regarding emerging technologies related to this position.
24. Keeps current on applicable NFPA and other industry standards.
25. Regularly participate in ongoing continuing education to stay current with manufacturers' standards and trainings.
26. Work well in a progressive, team-oriented environment.
27. Provide excellent service to the community.
28. Have a positive attitude and be a self-starter.

29. Promote a positive, professional image of the District at all times.
30. Perform such other duties as may be assigned from time to time.

**Minimum Qualifications and Certification Requirements:**

1. Possess a high school diploma or G.E.D.
2. Possess and maintain a valid Colorado driver's license and acceptable driving record.
3. Minimum of two (2) years documented work experience of automotive or diesel repair diagnosis and repair.
4. Possess or obtain within two (2) years of hire and maintain an EVT Fire Apparatus Technician Level 1 Certification.
5. Possess or obtain within two (2) years of hire and maintain an EVT Ambulance Technician Level 1 Certification.
6. Must possess personal hand tools necessary to perform duties.

**Required Knowledge, Skills and Abilities (KSAs):**

1. Must be able to drive fire apparatus and other emergency vehicles in order to test drive for diagnosis after repairs or to deliver and pick-up equipment.
2. Ability to diagnose and repair gasoline and diesel-powered internal combustion engines.
3. Ability to diagnose and repair electrical, hydraulic, main line and portable water pumps, water valves, foam generating systems, and electrical generators, in accordance with manufacturers' instructions or manuals.
4. Knowledge of specialized equipment, practices, and tools required for major fire equipment maintenance.
5. Ability to read and comprehend simple instructions, short correspondence, and memos.
6. Ability to write simple correspondence.
7. Demonstrate interpersonal skills necessary to effectively work with other District members and third-party providers.
8. Ability to read, write, speak, and understand the English language at a level adequate to perform the duties of the position.

**Work Environment and Physical Requirements:**

1. Moderate physical activity will be required frequently.
2. Work will be required in all weather conditions.
3. Work may be performed under dangerous, hazardous and adverse conditions, including, but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, broken glass or other materials, electrical currents, high places, and confined spaces.
4. Must be able to work evenings, weekends, and holidays as needed.
5. Work will involve periods of high mental and/or emotional stress.

6. Work may result in exposure to environmental agents, including, but not limited to, hazardous materials, gases, chemicals, fumes, odors, mists, and dusts, some of which may require use of Personal Protection Equipment.
7. Have ability to able to talk, see in color, hear, smell, feel (identify objects by touch), and perceive depth.
8. Position requires ability to frequently lift/move objects of up to 50 pounds in weight, and occasionally lift/move objects of up to 100 pounds in weight.
9. Position requires close vision and the ability to adjust focus.
10. Use of sensory activities, such as talking, seeing, and hearing, will be required frequently.
11. This position requires ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head, reaching away from body, and repetitive motions. Standing, walking, kneeling, stooping, bending, lifting, and squatting also will be required as necessary to perform the duties of the position.