



City of North Charleston Vacancy Notice

Position: Fire Apparatus Technician Lead
Department: Fire
Pay Rate 113 (\$57,760- \$88,155)

GENERAL STATEMENT OF POSITION

Under limited supervision, provides responsible administrative support to the Fire Department Administration Offices and provides professional customer service at all times. Performs related work as required. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a high school diploma or GED equivalent supplemented by three years of experience in the maintenance of diesel trucks or diesel equipment or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must have a class "A" or "E" license. Must be able to have basic computer skills.

Posted: 4/03/2024

Deadline: Until Filled

Finisha I. Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

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|---|---------------------------------------|-------------------------|-------------------|-------------------|
| Job Title: | FIRE APPARATUS TECHNICIAN LEAD | | Job Code: | 024 |
| Core Comp Group | ADMINISTRATIVE | | FLSA: | NON-EXEMPT |
| Pay Grade: | 113 | | | |
| Effective Date | 03/12/2024 | Revision A: Risk | ACW 03/11/2024 | |
| Revision B: | | Revision C: | | |
| FOR DEPARTMENTAL/OFFICE USE ONLY | | | | |
| Dept. | Fire | | Dept. # | 530 |
| Location: | Fire | | EM Status: | |
| Reports To: | Assigned Supervisor | | | |

Summary Objective

Under limited supervision, provides responsible administrative support to the Fire Department Administration Offices and provides professional customer service at all times. Performs related work as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Conducts road service maintenance and repairs on vehicles and equipment.
- Inspects, diagnoses, and locates mechanical difficulties on a variety of diesel-powered equipment.
- Diagnoses, maintains, and repairs or replaces system components.
- Refers to technical manuals, scan tools, policy and procedure manuals, codes / laws / regulations, publications, and reference texts, etc.
- Operates a variety of vehicles, equipment, and machinery etc.
- Uses a variety of tools such as hand tools, service lifts, scan tools, heavy duty jacks, pneumatic tools, etc.; a variety of supplies such as oil, grease, filters, automotive/truck parts, paints and finishes, battery terminal cleaner, air lines, brake chambers, general office supplies, etc.; and a variety of computer software.
- Interacts and communicates with various groups and individuals.
- Performs related duties as required.
- Relocates and operates fire apparatus as needed to complete maintenance.
- Performs maintenance and repairs on fire fighting equipment such as nozzles, hydraulic equipment, valves etc.
- Performs annual testing on equipment such as fire pumps, ground ladders, fire hose.
- Master and utilize all applicable and available diagnostic tools used for vehicle repairs.
- Performs preventative maintenance, service and repairs on vehicles and equipment.
- Performs corrective maintenance and repairs of vehicles and equipment.
- Document work performed on vehicles and equipment and review various records and work orders.
- Refers to technical manuals, OE service information, and other manuals or electronic information needed to determine best practices for repairs on vehicles.

- Operates a variety of vehicles, equipment, and machinery, such as automobiles, light trucks.
- Performs road tests to ensure that all vehicles are mechanically safe and function properly.
- Works closely with Tech positions to ensure exceptional quality control in all repair and preventive maintenance opportunities.
- Approves the release of repaired and serviced assets back to operation.
- Assists with and/or conducts employee job and safety training.
- Highly diversified duties in troubleshooting, repairs, and general maintenance applications.
- Strongly supports and emphasizes departmental goals and objectives for quality, production, and equipment maintenance.
- Works with supervision in ordering replacement equipment, parts, or supplies.
- Works closely with supervision to prioritize and delegate workload.
- Assists in developing and or modifying maintenance and repair procedures.
- Must be willing to participate in mandatory training when instructed.
- Performs housekeeping in the Warehouse and surrounding grounds.
- Exercises a high level of due diligence and caution in the repair and service of emergency service vehicles and completes those repairs in the most safe and efficient manner.
- Must have the ability to learn, adapt, apply, and teach others new industry and manufacturer technologies.
- May be required to work nights, weekends and holidays to meet the business needs of the City.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.
- Maintain and keep records such as fuel logs, inventory, equipment check-off sheets, etc.
- Monitors, orders, and delivers various supplies and equipment to Fire Administration employees.
- Assists with special Department events as may be required.
- Receives and responds to routine inquiries, complaints, and requests for assistance from employees and the public regarding department activities and procedures.
- Assists other department staff with various duties as necessary.
- Refers to policy and procedure manuals, computer manuals, directories, maps, reference texts, supply catalogs, etc.
- Operates a variety of equipment, which may include a computer, printer, typewriter, fax machine, copier, calculator, telephone, two-way radio, etc.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, department head, co-workers, other City personnel, vendors, various outside agencies and professionals, and the general public.
- May be required to work nights, weekends and holidays to meet the business needs of the City.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

Knowledge of the methods, policies, and procedures as they pertain to the performance of duties of Fire Apparatus and Equipment Technician.

Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.

- Knowledge of the characteristics and operating principles of internal combustion engines.
- Knowledge of methods, practices, and procedures in repairing, overhauling, and maintaining diesel-powered trucks and equipment.
- Knowledge of the materials and parts used for the repair of diesel trucks and equipment.
- Knowledge of the various testing devices, machines, and hand tools used in mechanical repair work.
- Knowledge of the occupational hazards and safety precautions of equipment repair work.
- Knowledge of the principles and practices of inventory control.
- Skilled in the use of machines and hand tools.
- Ability to assist in the planning and ensuring adherence to a preventive maintenance plan suitable for the automotive fleet.

- Knowledge of the materials and parts used for the repair of equipment.
- Knowledge of the occupational hazards and proper safety precautions of the work.
- Ability to instruct employees in proper work techniques.
- Ability to read and interpret relatively complex materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.
- Knowledge of the terminology and various professional languages used within the department.
- Ability to maintain accurate files and compile data into report form.
- Ability to perform manual labor associated with mechanical repair work and equipment repair.
- Knowledge of proper English usage, punctuation, spelling, and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful, and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organization's decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or GED equivalent supplemented by three years of experience in the maintenance of diesel trucks or diesel equipment or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must have a class "A" or "E" license. Must be able to have basic computer skills.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Must be physically able to operate a variety of equipment, machinery and vehicles including computers, calculators, copiers, diagnostic equipment, hand tools, etc. Must be physically able to operate a variety of motor vehicles. Must be able to exert heavy force occasionally, and/or moderately heavy force frequently, and/or light force constantly to move objects. Requires the ability to climb, reach and/or stretch arms, legs or other parts of the body to grasp objects. Work involves walking, standing, and working overhead for periods of time and stooping, kneeling, crouching, crawling, pushing, pulling, climbing, and balancing during inspections. Must be able to lift/carry moderate weight. Physical requirements are for Medium Work.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, disease/pathogens, unusual noise levels, traffic hazards, etc.

- Bright/dim light; Dusts and pollen.
- Extreme heat and/or cold; wet or humid conditions.
- Extreme noise levels.
- Machinery hazards
- Uneven terrain
- Skin irritants
- Exposure to potential toxic agents, noxious odors and fumes
- Traffic; moving machinery

Special Certifications and Licenses

- Valid South Carolina Driver's License
- EVT Certification Preferred but not required.

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodation to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.