Grant County Fire Protection District 3

POLICY AND PROCEDURE

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1. NUMBER: 4.1.61

2. SUBJECT: ***Job Description – Mechanic Apprentice***

3. POLICY: The Mechanic Apprentice position is established to provide a highly responsible person to assist the District's Mechanic. The major emphasis of this position shall be vehicle and equipment maintenance.

4. SCOPE: This Policy and Procedure is applicable to the Mechanic Apprentice of Grant County Fire District 3.

5. RESPONSIBILITIES:

   A. The District Fire Chief shall ensure that this Policy and Procedure is adhered to.

   B. The Mechanic Apprentice will adhere to this Policy and Procedure.

6. PROCEDURE:

   A. Supervision Received:

      1. Works under the general supervision of the Mechanic in the command structure.
      2. The Mechanic Apprentice shall be required to work without direct supervision.

   B. Supervision Exercised:

      1. May assist in coordinating, instructing, or supervising the work of other firefighters, recruits, or part-time district personnel as it pertains to the District's vehicles and equipment, as assigned.

   C. Essential Duties and Responsibilities:

      1. Shall be responsible for maintenance of vehicles and equipment.
         a. Preventative maintenance
            1) Work within a preventative maintenance system.
            2) Keep records and files on all preventative maintenance performed.
            3) Train subordinates in vehicle maintenance and weekly vehicle checks.
            4) Assure vehicle cleanliness.
         b. Repairs
            1) Perform all minor repairs.

2) Prepare specifications and recommendations for all major repairs as assigned by the District Fire Chief or designee.
3) Assist in all major repair projects.
4) Maintain records of all repairs.

c. Small tools and equipment
1) Repair and maintain all small tools and equipment.
2) Recommend new tools and or equipment.

d. Shop
1) Provide a safe and clean work area.
2) Recommend new tools and or equipment to maintain the shop efficiently and effectively.

2. Shall accept and work on special or short-term projects or assignments as agreed upon with the District Fire Chief or designee.
3. Obtain/Maintain Emergency Vehicle Technician certifications as required to maintain District apparatus yearly.
4. Be proficient in the use of all shop tools such as District-owned welders, plasma cutters, code readers cutting torches etc.
5. Operates radio and other communication equipment.
6. Shall enforce and abide by all adopted safety standards for firefighters and fire apparatuses.
7. Shall continually work to promote the positive public image of Grant County Fire District 3 and be party to no act or omission that may detract from a positive public image.

D. Peripheral Duties:

1. Attends periodic schools, conferences, workshops and seminars as directed by the District Fire Chief or designee to maintain a high degree of ability, knowledge and understanding of fire service apparatus and equipment.
2. Serves as a member of various employee committees as directed by the District Fire Chief or designee.
3. Shall work with the District Fire Chief or designee to stay within the District budget.
   a. Shall coordinate all purchases with the District Fire Chief or designee.
   b. Shall coordinate all major purchases with the District Fire Chief or designee.

E. Knowledge Ability and Skills:

1. Ability to meet and deal with the public in a courteous and professional manner and promote a positive image of Grant County Fire District 3.
2. Ability to learn all District policy and procedures and regulations.

3. Ability to learn the operation of fire suppression and other emergency equipment; ability to follow verbal and written instructions; ability to communicate effectively orally and in writing; ability to establish effective working relationships with employees, other agencies, and the general public.
4. Skills in the operation of all shop tools and equipment used.
5. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively orally and in writing; ability to exercise sound judgment in evaluating situations and in making decisions; ability to effectively give and receive verbal and written instructions; ability to establish and maintain effective working relationships with other employees, supervisors, and the public; and ability to meet the special requirements listed below.
6. Knowledge of hydraulic systems, electrical systems, drive train systems, fire pump systems, fuel systems, and other operating systems and the ability to diagnose and repair.

F. Special Requirements:

1. Must be twenty-one (21) years of age or older at the time of hire.
2. Must have a High School diploma, GED, or equivalent.
3. Must possess, or be able to obtain by time of hire, a valid Washington State Driver's License without record of suspension or revocation in any state.
4. Must possess or be able to obtain within 1 year of hire (or as available) a CDL license with the state.
5. Have not been convicted of a job-related crime or released from prison within the last 10 years.
6. Ability to read and write the English language.
7. Ability to meet Grant County Fire District 3’s physical standards.

G. Tools and Equipment Used: Shop equipment, large and small shop tools, lift equipment, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, ladders, first aid equipment, radio, pager, personal computer, and phone. This list is not all-inclusive.

H. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or operate objects,

tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.

2. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

I. Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

1. Work is performed in the Maintenance shop, office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in stressful situations. An individual is exposed to hearing alarms and hazards associated, with noxious odors, fumes, chemicals, liquid chemicals, solvents, and oils.
2. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock, and vibration.
3. The noise level in the work environment is usually quiet in office settings, and loud in maintenance shop settings.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

NOTHING CONTAINED IN THESE JOB DESCRIPTIONS OR ANY OTHER WRITTEN POLICY OF THE DISTRICT IS INTENDED TO BE PART OF ANY EMPLOYMENT RELATIONSHIP OR CONTRACT. THESE JOB DESCRIPTIONS FOR THIS FIRE DISTRICT OR ANY OTHER WRITTEN POLICY OF THE DISTRICT ARE MERELY STATEMENTS OF DISTRICT POLICY AND DO NOT AMOUNT TO PROMISES OF SPECIFIC TREATMENT. FURTHERMORE, THE DISTRICT RESERVES THE RIGHT TO MODIFY THE AFOREMENTIONED JOB DESCRIPTION AND DISTRICT POLICIES AT ANY TIME.