

ATKINSON FIRE DEPARTMENT

FIRE CHIEF, BRIAN MURRAY



1 Academy Avenue
PO Box 6
Atkinson, NH 03811
Phone: 603-362-5611

JOB TITLE: **Mechanic**

STATUS: Part-time

SUPERVISION RECEIVED: Work is performed with considerable independence under the general supervision of the Fire Chief or his designee, subject to review through results obtained and methods used.

SUPERVISION EXERCISED: None

JOB SUMMARY: Under the supervision of the Fire Chief, the mechanic is responsible for all vehicle and equipment repairs, preventative maintenance, and fleet scheduling.

MAJOR DUTIES:

- Inspects units; advises the Chief whether to remove unit from service for repairs; troubleshoots equipment.
- Uses and maintains personal tools in the repair of equipment and apparatus.
- Repairs lights and emergency lights, direct current electrical systems, cooling systems, line power, valves, seats and seat belts, foam systems, and air conditioning; repairs and overhauls diesel engines, transmissions, drivelines, differentials, axels, fire pumps, plumbing on fire equipment, relief valves, steering components, brakes, air systems, hydraulic brake systems, fire pump transmissions, PTO's and couplings, split shaft PTO, pre-con valve, and hydraulic cylinder and turntable motor on aerial unit or coordinates 3rd party vendor when appropriate.
- Performs repairs in the field and at fire scenes.
- Communicates any upcoming scheduling for repairs to the Chief or his designee.
- Provides recommendations to Chief for continuous improvement of mechanical division.
- Facilitates budgeting by recommending any activities related to the mechanical division and its operation; providing technical expertise on vehicle status and needs for short and long-term planning; providing recommendations for tools and equipment purchases.
- Ensures that all repairs and vehicle operations comply with Federal, State, local laws, rules, and regulations including NFPA Standards.
- Performs thorough preventive maintenance on all apparatus and vehicles.
- Facilitates annual New Hampshire State Inspections (every September).
- Performs annual pump performance testing per NFPA 1911 and annual aerial performance testing per NFPA.
- Works with vendors to meet the needs of Atkinson Fire for procurement, repair, and replacement of items they are responsible for.
- Reviews specifications on vehicles to be purchased.
- Maintains all documentation (both paper and electronic) regarding repairs and certifications.
- Makes recommendations and provides input on fire and rescue apparatus and equipment.

KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED BY THE POSITION:

- Provide a high level of professionalism and attention to detail.
- Create and implement fleet maintenance procedures.
- Has advanced technical background, knowledge, and skills related to fire pumps, aerial apparatus, and fire service specialty equipment.
- Ability to use critical thinking, multitasking, and prioritization skills to solve problems and overcome issues.
- Operate a computer, fire truck pumper, aerial fire rescue, ambulance hazardous material trailer, mechanics' tools, freon charging station, or other equipment as necessary to complete essential functions.

WORK ENVIRONMENT:

The work involves a wide range of environments from an office environment to high risks and or discomforts that require special safety precautions (e.g., working around moving parts, or machines; with irritant chemicals; etc.). May be required to use protective clothing or gear such as gowns, coats, boots, goggles, gloves, or shields weighing 50 plus pounds.

PHYSICAL DEMANDS:

- The work requires some physical exertion such as long periods of standing, squatting and awkward positions.
- Recurring bending, crouching, stooping, stretching, reaching or similar activities.
- Recurring lifting of moderately heavy items such as tools and vehicle parts.
- The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

MENTAL DEMANDS:

- Reading, writing, communications.
- Ability to make decisions in emergency and pressure situations.
- Communicating verbally and in writing to superior officers.
- Ability to comprehend and complete tasks based on verbal and written objectives.
- Ability to work under pressure situations.
- Working in situations known to impose physical strain.

MINIMUM QUALIFICATIONS:

- Emergency Vehicle Technician (EVT) Certified Mechanic.
- NH State Inspection License.
- CDL License Endorsement.
- ASE Master Mechanic.
- Fire Pump Certified.
- Experience servicing & maintaining emergency vehicles and equipment.
- Experience performing annual NH state inspections and annual fire pump testing for certification.
- Experience performing annual aerial testing for certification.