

POSITION DESCRIPTION

FIRE SERVICE TECHNICIAN

GENERAL PURPOSE

The purpose of this position is to perform or supervise with technical assistance the maintenance and repair work to the building, all equipment and apparatus, and to develop and monitor the annual department budget. Successful performance ensures the effective working order of all fire equipment and apparatus, facilitates the work process of all the fire department, and contributes to the safety of fire personnel and the general public.

SUPERVISION RECEIVED

Works under the direction of the Fire Chief who assigns work in terms of general instructions. The employee uses judgment in planning and carrying out the work and handles problems and deviations in accordance with department operational requirements.

SUPERVISION EXERCISED

This position has direct supervision over any and all work that is performed on fire department equipment, apparatus, and building.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Works with fire officers to develop long range plans and goals to meet equipment and community fire protection needs.

Develops and monitors expenditures of the annual budget to include the operating and capital outlay.

Reviews repair requests, sets repair priorities, and schedules or assigns repairs to appropriate vendors; provides technical assistance in the repair of fire equipment and apparatus.

Inspects all repairs to assure department standards are met. Keep fire officers advised of equipment down time.

Prepares repair reports detailing completed work; maintains records of repairs and maintenance schedules for all fire equipment apparatus.

Determines and prepares equipment specifications for purchase of new equipment based on needs analysis. Receives and inspects equipment to determine compliance with specifications.

Pursues grants available to the Fire Department, including writing and tracking grants.

Locates equipment and apparatus parts, obtains price quotes and maintains adequate parts inventory.

Assists fire officers in maintaining up to date preplans and initial attack plans.

Advises fire officers of and demonstrates techniques for proper use and care of all equipment and apparatus.

Assists City Building Inspection Official/Zoning Administrator with fire inspections on an as-needed basis.

Assists City Building Inspection Official on annual fire sprinklers and fire pump testing of local business.

Conducts ISO test on equipment, log air sampling tests, and schedules all outside annual testing of equipment.

Performs other related duties as required by the Fire Chief.

Attends meetings as directed.

Acts as a liaison between the city and volunteer members of the department.

PERIPHERAL DUTIES

None.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Knowledge and level of competency commonly associated with the completion of a high school diploma or GED. Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the Department in order to direct and coordinate work within the department.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

Employee must have a working knowledge of the following: preventive and corrective vehicle and apparatus maintenance procedures; hydraulic systems; equipment specifications; firefighting standards and techniques; ISO standards; NFPA, UBC, UFC, and local codes; and purchasing and budgeting.

Employee must possess skills in the following areas: supervision, planning and scheduling repairs, mechanical diagnostics and repair, use of various hand and power tools, minor gas stick and wire welding, and oral/written communication.

SPECIAL REQUIREMENTS

Possess South Dakota Firefighter Certification or obtain in one year.

Possession or ability to readily obtain a valid SD driver's license. Prefer a SD CDL with tank and air brake endorsement.

A basic working knowledge of all types of engines and pumps as they relate to the fire service.

Good people skills and the ability to work with the public.

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 those individuals with disabilities to perform the essential functions.

The work is typically performed while sitting, walking, lifting of light and heavy loads, climbing ladders, using tools requiring dexterity, and distinguishing different shades of color.

Operates emergency vehicles (fire trucks, the Hawk, etc.) and other City vehicles.

Must be able to carry, push, pull reach and lift equipment and parts weighing up to 75 pounds.

Stoops, kneels, crouches, crawls and climbs during emergency work; stands and walks for extended time periods; works in an environment with exposure to smoke, dust, dirt and significant temperature changes between cold and heat; hearing and vision within normal ranges.

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 those individuals with disabilities to perform the essential functions.

Work is typically performed in a garage, office or outside in all weather conditions. The employee is exposed to a wide range of machinery with moving parts, which will require the use of safety devices.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews and reference check; job related tests may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FUNCTIONAL JOB DESCRIPTIONS

DATE: _____

Position: _____

Employee Name: _____

Physician Approval: _____

Date Developed: 03/25/05 Revisions: 06/06/22

PHYSICAL DEMANDS

Note: In terms of an eight-hour workday. Scheduled maintenance only. Event driven schedule.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 - 10 HOUR DAY	COMMENTS
Sit	1		Event Driven
Stand	4+		Event Driven
Walk	4+		Event Driven

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously = 67% - 100%

ACTIVITY	NONE	OCCASIONAL	FREQUENTLY	CONTINUOUSLY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			In/Out Fire Trucks
Reach		X			
Reach above shoulder level		X			

Crouch		X			
Kneel		X			
Balance		X			
Push/Pull		X			

PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	75 pounds			
Lift (pounds)	75 pounds			

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.	X	X	Operate motor vehicle
Simple hand grasping	X	X	
Firm hand grasping	X	X	Hoses
Fine manipulating	X	X	

SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		
Depth Perception	X		
Less than arm's length work.	X		

70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		All firefighting PPE, Respirators, HPD, gloves, suits.
Correctable vision to 20/40 Near/Far	X		

ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.	X		
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.	X		
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.	X		
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.	X		
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		

Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.	X		
Worker is subject to scheduled overtime.	X		
Worker is subject to unscheduled overtime.	X		
Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		
Worker is subject to night work hours.	X		

MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills:			
Develop written communications requiring grammar skills.	X		
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		

Math Skills: Basic skills of addition, subtraction, and multiplication.	X		
Advanced math skills.	X		
Reading Skills: Basic instructions material	X		
Technical information	X		
Other			
Other.			

**JOB DESCRIPTION EMPLOYEE AGREEMENT
for FIRE SERVICE TECHNICIAN**

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date