



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
FIRE EQUIPMENT SPECIALIST
VEHICLE AND EQUIPMENT SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
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GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position performs complex fire apparatus, ambulance, automotive, truck, and heavy equipment mechanic work to include hydraulic and electrical repair. Serves as a lead worker. Reports to an Operations Superintendent.

ESSENTIAL JOB FUNCTIONS

Performs highly specialized diagnostic and repair work related to fire pumps, governor systems, control valves, and plumbing on fire apparatus as well as computerized ignition and fuel injection systems, automatic transmissions, differentials, steering components, and engines.

Overhauls, repairs and rebuilds mechanical components and systems such as diesel and gasoline engines, transmissions, and hydraulic, electrical, cooling, brake and suspension systems. Designs complex modifications for fire trucks and emergency vehicles.

Inspects and performs preventive maintenance on a variety of light and heavy vehicles, specialized equipment, and small engines.

Completes and maintains records of servicing operations such as work orders and daily status reports; estimates labor time to complete a job; performs state inspections. Serves as a technical expert; provides work direction and assists the Automotive Technicians as necessary.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Automotive and Emergency Vehicle Maintenance - Thorough knowledge of the methods, tools, and equipment used in the repair of specialized equipment such as fire apparatus and ambulances as well as light and heavy vehicles and small engines.
- Safety - Thorough knowledge of occupational hazards, safety precautions, and safety regulations related to the operation and repair of vehicles and equipment.

REQUIRED SKILLS

- **Time Management** - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.
- **Interpersonal Relationships/Customer Service** - Develops and maintains cooperative and professional relationships with employees and the public.
- **Computer Skills** - Utilizes a personal computer with basic applications.

REQUIRED ABILITIES

- **Vehicle and Equipment Repair** - Utilizes a variety of shop tools and equipment including scan tools, diagnostic equipment, and track type equipment to perform difficult to complex repair work of vehicles, equipment, fire apparatus and ambulances.
- **Judgement/Decision Making** - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to diagnose and repair routine malfunctions of vehicles and equipment.
- **Communication** - Ability to communicate ideas and verbally and in writing effectively so others will understand, to include interpreting and understanding complex drawings and technical manuals and preparation of detailed repair operations records. Ability to listen and understand information and ideas being presented verbally and in writing.

EDUCATION AND EXPERIENCE

Requires any combination of education and experience equivalent to a high school diploma and 4 years of journeyman level automotive mechanic experience.

ADDITIONAL REQUIREMENTS

Acceptable general background check to include a local and state criminal history check; a valid commercial driver's license with an acceptable driving record.

This position requires pre-employment medical evaluation and substance abuse testing and is subject to random alcohol and controlled substance testing.

Virginia State Inspector License, and Master Automotive Service Excellence (ASE) Certification in Automotive or Medium/Heavy Truck and Master Emergency Vehicle Technician (EVT) and is required and must be maintained.

Must provide and maintain a full set of hand tools and locking toolbox.

PHYSICAL REQUIREMENTS

- Tasks require the regular and sustained performance of moderately physically demanding work.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, temperature and noise extremes, hazardous materials, toxic agents, machinery, heavy equipment, vibrations, or traffic hazards.