



JOB DESCRIPTION

Division/Department:	Fire
Location:	400 W Johnstown Road, Suite 210
Job Title:	Fleet Maintenance Technician I & II
Reports to:	Fleet Maintenance Manager

Type of position:	Hours: 40/week
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Non-exempt
<input type="checkbox"/> Intern <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	
<input type="checkbox"/> Volunteer <input type="checkbox"/> Paid <input type="checkbox"/> Unpaid	

SUMMARY

Ensure operational readiness, safety, and reliability of all fire department vehicles and specialized apparatus as directed by the fleet manager. This role involves performing preventative maintenance, diagnostic and complex mechanical repairs on fire engines, ladder trucks, medics, heavy rescues, and support vehicles. The technician will follow NFPA standards, department policies and manufacture guidelines to maintain equipment at peak performance

SUPERVISORY RESPONSIBILITIES

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Establish, maintain, and comply with all fleet-related tasks assigned by fleet manager
- Ability to work independently, with good problem-solving skills
- Research the costs and benefits of and coordinate all fleet-related purchases and repairs
- Receive, process, and coordinate assigned maintenance, repair, and replacement requests
- Perform minor routine and preventive fleet maintenance, repair, and replacement
- Create and maintain records of all fleet-related inventory, purchases, repairs, and maintenance
- Assist with maintaining inventory control
- Stay abreast of and relay industry-related information, changes, and trends
- Establish and maintain positive and collaborative working relationships with fleet repair and supply vendors and public sector peer equivalents



KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of and compliance with all Township and division-specific policies and procedures
- Knowledge of and compliance with all applicable federal, state, and local industry-related laws, rules, regulations, processes, and procedures
- Knowledge of diesel and gasoline engines, including diagnostics. Repair procedures and preventative maintenance requirements
- Knowledge of fire apparatus systems, including pumps, aerial devices, hydraulic and electrical systems
- Knowledge of automotive, large truck braking systems
- Knowledge of correct English usage (spelling, grammar, punctuation, and vocabulary)
- Ability to perform basic mathematics accurately
- Ability to work independently
- Ability to maintain a valid Ohio Driver's License and insurability under the Township's vehicle insurance policy
- Ability to maintain all required licensures and certifications without lapses
- Ability to use standard Microsoft Office 365 and industry-related software and applications
- Ability to use a personal computer and other modern standard office equipment
- Always wear personal protective equipment (PPE) when required
- Occasionally sit
- Perform other duties as assigned
- Frequently walk, stand, bend, squat, kneel, and reach away from body and overhead
- Always use arms and hands to perform routine and/or repetitive tasks and operate tools and equipment
- Frequently lift, carry, push, and pull objects up to 100 pounds
- Often work in extreme and changing temperatures
- Always hear, read, write, understand, and clearly articulate the English language



OTHER TRAITS/COMPETENCIES

- **Commitment to Excellence** – punctual; dependable; adaptable; flexible; accountable; trustworthy; integrous; humble; shows initiative; conscientious; professional; establishes and maintains effective and respectful interpersonal relationships; committed to lifelong personal and professional growth and development
- **Communication** – promptly and regularly responds to and provides updates for all maintenance, repair, and replacement requests; follows chain of command for any needs beyond delegated discretion and authority; regularly checks email and other forms of communication to stay current on Township and division-specific news, information, events, and requirements
- **Decision Making** – decisive and deliberate; discerning; confident; pays attention to details
- **Planning/Organization** – Coordinates assigned tasks according to priority; establishes and meets realistic timelines; uses time, effort, and resources responsibly and resourcefully



LICENSURE AND CERTIFICATION REQUIREMENTS

- Willing to attend or obtain Emergency Vehicle Technician (EVT) F1 and F2

OTHER MINIMUM REQUIREMENTS

- Valid Ohio Driver's License
- Experience in automotive and heavy-truck repair field; experience with emergency vehicles preferred but not required
- Ability to work irregular, on-call, and overtime hours, to include evenings, weekends, and holidays

FLEET MAINTENANCE TECHNICIAN II REQUIREMENTS

Successfully meet the minimum requirements prior to being eligible for recommendation to Fleet Maintenance Technician I

Receive two (2) successful, consecutive performance evaluations as a Fleet Maintenance Technician I with high KSA's

Completion of Emergency Vehicle Technician (EVT) F1 and F2, or equivalent at minimum

Receive written letter of recommendation from the Fleet Maintenance Manager recommending the advancement from Fleet Maintenance Technician I to Fleet maintenance Technician II

Fire Chief has sole discretion to recommend advancement from Fleet Maintenance Technician I to Fleet Maintenance Technician II

This job description is intended to provide some illustrative examples of the duties and essential functions of this position but should not be interpreted to describe all the work or essential duties and responsibilities which may be required of employees holding this position.

PRINT EMPLOYEE NAME:

EMPLOYEE SIGNATURE:

DATE ACKNOWLEDGED: