

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**SENIOR FIRE MECHANIC**

DEFINITION

The Senior Fire Mechanic plans, organizes, supervises and participates in the work of the Department's fleet operations, and performs the more difficult and highly responsible mechanical work.

This classification is a Fair Labor Standards Act non-exempt, represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the next lower classification of Fire Mechanic II in that Senior Mechanic duties involve supervision of the Department's fleet operations.

EXAMPLES OF DUTIES

Depending upon assignment duties include, but are not limited to the following:

- Supervise and participate in the overall day-to-day work performed by the Department Shop, including the maintenance, repair and overhaul of fire apparatus and equipment to ensure readiness for emergency operation.
- Schedule required service and maintenance and coordinate emergency repairs.
- May establish service priorities based on Department needs, assign work and inspect repair work.
- Assist in the design and preparation of apparatus and equipment specifications such as lighting, Code 3 systems, GPS systems, communication systems and traffic control devices.
- Participate in training fire suppression personnel in proper apparatus and equipment operation and maintenance.
- Supervise annual apparatus and vehicle tests, including testing of new and recently repaired apparatus and vehicles.
- Train Shop personnel in the use of testing equipment to troubleshoot maintenance and repair work.
- May make recommendations on personnel matters such as training, skill improvement and development, including discipline.
- Coordinate and supervise periodic inspections of equipment and apparatus at fire stations.
- Estimate cost of repairs, and make recommendations on whether to repair or replace equipment.
- Purchase tools and materials necessary for the repair of the Department's fleet.

EXAMPLES OF DUTIES (continued)

- Maintain a list of suppliers to be used for obtaining parts, and maintain an inventory control system of Shop tools, parts and supplies.
- Maintain records, make reports and make recommendations on the Shop budget.
- May represent the Department on inter-agency committees and in other cooperative programs.

EMPLOYMENT STANDARDS

Education and Experience: Graduation from high school or passing the General Education Development (GED) test and equivalent to the completion of an associate degree and four (4) years of journey-level experience. Experience must include the maintenance of diesel engines, heavy trucks and/or fire apparatus. A minimum of one (1) year supervisory experience or three (3) years of working in a lead capacity.

Or

Graduation from high school or passing the General Education Development (GED) and graduation from a recognized trade school on automotive mechanic and four (4) years of experience as a journey-level mechanic. Experience must include the maintenance of diesel engines, heavy trucks and/or fire apparatus. A minimum of one (1) year supervisory experience or three (3) years of working in a lead capacity.

Or

Graduation from high school or passing the General Education Development (GED) and eight (8) years of experience as a journey-level mechanic. Experience must include the maintenance of diesel engines, heavy trucks and/or fire apparatus. A minimum of one (1) year supervisory experience or three years of working in a lead capacity.

As a condition of employment, must acquire and maintain the State Fire Marshal Fire Mechanic II Certificate within four (4) years of employment. Thereafter, the incumbent must acquire the State Fire Marshal Fire Mechanic III Certificate.

Knowledge Of:

- Current principles, methods, practices, materials, tools and equipment used in the maintenance and repair of fire equipment and apparatus, automobiles and heavy trucks.
- Principles of diesel engines, diagnostic equipment and hydraulics.
- Fire equipment and apparatus repair, machine shop maintenance and use, auto body repair and painting, pipe fitting, hydraulic pumps and welding techniques (gas and electric).
- Computer programs (such as Microsoft Word, Excel and Internet use), fleet management applications, and diagnostic software required to evaluate transmissions, engines and other equipment associated with apparatus and vehicles.

Knowledge Of: (continued)

- Fundamentals of technological equipment necessary to be used in the performance of duties.
- Basic principles of personnel management, supervisory skills and training.
- Safety practices and procedures observed in the performance of work by Shop personnel.

Ability To:

- Effectively plan, organize, supervise, direct and participate in the work performed by the Department's Shop personnel.
- Effectively manage personnel performance standards.
- Make accurate estimates of repair costs and develop feasible specifications for new equipment or the modification of existing equipment.
- Accurately diagnose and repair malfunctions in a variety of mechanical and electrical components.
- Prepare required reports and research records whenever necessary.
- Perform moderate to heavy physical labor for extended periods.
- Respond promptly to call-backs.
- Establish and maintain effective working relationships with those contacted in the course of work.

Working Conditions/Physical Demands: Work is performed indoors and outdoors, with exposures to inclement weather, dust, grease and noise; incumbent will have regular contact with staff and the public. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, climbing, grasping, and repetitive hand movement and fine coordination. The incumbent should have normal manual dexterity and eye-hand coordination; and corrected hearing and vision to normal range, and must be able to lift, push, and pull objects weighing up to 50 pounds without assistance and 70 pounds with assistance. The incumbent will be driving Department vehicles.

Required License: Must possess a valid, appropriate state of California Class B Commercial driver's license with all endorsements.

Tools: Upon hire, must have personal hand tools suitable for the performance of duties.

Pre-Employment Requirements: The candidate will be required to complete and pass a background check, Live Scan fingerprint, and complete a medical examination.