

# **JOB DESCRIPTION**

## **CITY OF FARMINGTON**

---

**JOB TITLE:** EMERGENCY VEHICLE TECHNICIAN/MECHANIC

---

**PAY CLASS:** L-1, Non-Exempt

**DEPARTMENT/DIVISION:** General Services/Vehicle Maintenance

**LATEST REVIEW DATE:** 01/2008

**PERSONNEL REVIEW:** S. Hare

**DEPARTMENT REVIEW:** R. Hunt

---

### **JOB DUTIES**

---

**ESSENTIAL DUTIES:**

Works under the general supervision of the Vehicle Maintenance Superintendent.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Primary duties are the repair and maintenance of emergency fire protection and public safety vehicles and equipment.

Assures that areas of responsibility are performed within budget; assures effective and efficient use of personnel, material, facilities, and time.

Maintains harmony among workers and may deal with other departments and the public.

Determines, calculates and secures the appropriate materials and supplies for specific projects.

Carries out and evaluates preventive maintenance schedules for all emergency and public safety vehicles and related equipment.

Oversees and inspects, adjusts, and replaces necessary units and related parts in the performance of the repair and maintenance work.

Oversees and conducts repairs on brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems on all types of equipment.

Changes and repairs tires and tubes.

JOB DESCRIPTION - Emergency Vehicle Technician-Mechanic

Oversees and evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.

Oversees and conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost effective means of maintenance, repair or replacement using a variety of diagnostic instruments and a variety of hand, electrical, and air driven tools.

Requisitions equipment, parts, and supplies used for vehicle and mechanical system maintenance.

Provides emergency field assistance to disabled equipment as needed and appropriate.

Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.

Performs all of the duties of an emergency vehicle technician and mechanic.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

May serve on various employee committees, as required and assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

---

## QUALIFICATIONS

---

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

**A pre-employment physical and drug test will be required.**

High school diploma or GED equivalent required, plus some specialized training in mechanics, maintenance management, or a closely related field.

Eight years of related experience, or any equivalent combination of education and experience.

Must have a telephone at residence and be willing to be on 24 hour call; must be able to be at the Municipal Operations Center within thirty minutes after receiving a call or page.

Valid New Mexico driver's license with acceptable driving record for past three years; commercial driver's license must be obtained prior to entry into employment.

Must be a certified mechanic by Automotive Service Excellence (A.S.E.) in the following six fields, (T4) Truck Brakes, (T5) Truck Suspension and Steering, (T8) PMI, (T3) Truck Drive Train, (T6) Truck Electrical Systems, (T2) Truck Diesel Engines.

Must be EVT certified in F2, Level 1, or be able to complete within one year.

Extensive knowledge of automotive mechanics; thorough knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, welding, and grades or quality of materials and equipment.

Thorough knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.

Thorough knowledge of the practices, methods, materials and tools used in modern equipment maintenance.

Communicates with user agency and supervisor as to status of vehicles.

Ability to maintain effective preventive maintenance programs, policies, and procedures.

Ability to work all shifts, including weekends and holidays.

Ability to carry out assigned projects to their completion.

Ability to follow verbal and or written instructions.

Ability to work under stress and handle stressful situations.

Ability to meet deadlines.

Ability to operate tools and equipment listed.

**TOOLS AND EQUIPMENT USED:**

Skill in operation of motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools, including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment, personal computer, calculator, phone, mobile or portable radio, fax and copy machine, laptop computer, and various hand tools.

**PHYSICAL DEMANDS:**

JOB DESCRIPTION - Emergency Vehicle Technician-Mechanic

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, use hand to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch or crawl; talk or hear; employee is occasionally required to smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic and caustic chemicals.

The noise level in the work environment is moderately loud.

---