

DIVISION CHIEF OF LOGISTICS

NATURE OF WORK

This is responsible administrative and supervisory work directing and coordinating the maintenance and repair of all fire apparatus and ambulance vehicles and related equipment.

Work involves responsibility for planning, assigning, and supervising the maintenance and repair of both automotive and diesel fire apparatus and ambulance vehicles and instructing fire department personnel in their operation. Work also involves scheduling and conducting hose and pump testing procedures, aerial ladder certification, and self contained breathing apparatus maintenance and repair; assisting in the preparation of specifications for the purchase of new equipment; maintaining a schedule for preventive maintenance of all fire apparatus and equipment; and maintaining records of completed repair and maintenance projects as well as budgetary expenditures. Supervision is received from the Fire Chief with work being reviewed in the form of conferences and effectiveness of the total operation of fire apparatus and ambulance vehicles and related equipment. Supervision is exercised over subordinate Fire Equipment Mechanics.

EXAMPLES OF WORK PERFORMED

Supervises, assigns and reviews the work performed by mechanics engaged in the repair and maintenance of both automotive and diesel fire apparatus and ambulance vehicles.

Schedules and conducts hose and pump testing procedures and aerial ladder certification; and instructs fire department personnel in the operation of fire equipment.

Assists in preparing specifications for the purchase of new equipment.

Maintains a preventive maintenance schedule on all fire apparatus and ambulance vehicles and equipment.

Maintains computerized records of completed repair and maintenance projects as well as budgetary expenditures.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the design, construction, repair and maintenance of a wide variety of both conventional and specialized automotive, diesel fire, and ambulance vehicles.

Thorough knowledge of the usual types of automotive tools and equipment, as well as the specialized tools, gauges, machinery and shop equipment utilized in the repair, servicing and maintenance of both automotive and diesel fire equipment including the use of gas and electric welding equipment.

Considerable knowledge of the operation of different types of automotive testing equipment.

Ability to maintain computerized records of repairs, time and parts utilized in the repair and maintenance of automotive, diesel fire apparatus and ambulance vehicles

Ability to supervise and assign the work performed by subordinate Fire Equipment Mechanics engaged in the repair and maintenance of automotive, diesel fire and ambulance vehicles

Ability to establish and maintain effective working relationships with subordinates and other employees.

Ability to follow both oral and written instructions.

Ability to determine the cause of fire and ambulance vehicle malfunction.

Skill in the use of instruments and tools utilized in the repair and maintenance of automotive, diesel fire and ambulance vehicles.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college with major course work in fire science or technology, automotive and/or diesel mechanics or related field plus considerable experience as an automotive and diesel mechanic involving supervision over the repair and maintenance of heavy duty automotive and diesel equipment. Automotive Service Excellence (A.S.E.) certification.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college with major course work in the field of fire science or technology, or automotive and/or diesel mechanics, or related field plus experience as an automotive and diesel mechanic involved in the repair and maintenance of heavy duty automotive and diesel equipment; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills. Candidates must also meet such specific physical requirements, as well as length and type of service requirements, as are established by the City.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license when operating a vehicle is necessary to the satisfactory performance of assigned duties.