



CENTRAL VALLEY FIRE DISTRICT
POSITION VACANCY ANNOUNCEMENT
June 15, 2020

Position: Fleet Manager – Master Mechanic

Wage/Salary: \$55,000 to \$75,000 per year, paid biweekly, depending on qualifications.

Benefits: Paid vacation, sick and holiday leave; family health insurance and reimbursement account, Public Employees Retirement System

Fair Labor Standards Act Status: Non-Exempt

Work Schedule: Forty hours per week. Available outside regular hours for emergency repairs as needed.

Date Position to be filled: As soon as possible

Supervisor: Fire Chief

General Statement of Duties

Prepares and manages the District's fleet management program; performs all duties related to the acquisition, maintenance and repair of the District's apparatus, equipment and vehicles; performs related work as required.

Distinguishing Features of Class

The principal function of an incumbent in this position is to manage and maintain the District's apparatus, vehicle, and equipment fleet. Considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an incumbent in this class establish and maintain effective working relationships with the Fire Chief, Chief Officers, all members of the CVFD, other emergency response providers, public officials, businesses, and the general public.

Examples of Essential Work (Illustrative Only)

The following is an illustration of the various types of work that may be performed by incumbents in this classification. The omission of job functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The list is topical in design and does not reflect the priority of duties.

General Duties:

- Develops, implements and maintains written fleet management program;
- Prepares and manages annual fleet program budget;
- Researches and prepares apparatus, vehicle, and equipment bid packets and may act as contact person for bid evaluations;
- Maintains complete and accurate records and reports of completed work;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

Mechanic Duties:

- Plans and implements a comprehensive fleet preventative maintenance program;
- Performs apparatus, equipment and vehicle inspections following industry best practice and manufacturer's instructions;
- Coordinates annual inspection and testing of fire apparatus and equipment following established guidelines and standards of the National Fire Protection Association;
- Accurately diagnose problems with diesel and gas engines, drivetrains, brakes, steering, suspension, electronics, pumps and other vehicle components using trade skills and computerized diagnostic equipment;
- Reads and interprets manuals, drawings, and specifications as required;
- Performs apparatus, equipment and vehicle repairs within realm of training and experience;
- Coordinates and oversight of vehicle repairs that must be outsourced;
- Uses welding equipment to make repairs and/or fabricate parts;
- Observes safe work methods, and utilizes related safety equipment as required;
- Maintains the mechanic shop, tools and equipment in good order;
- Maintains an appropriate inventory of parts and supplies for routine maintenance and repair;
- Operates a variety of related hand, power, and shop tools and equipment;
- Provides training and technical assistance to CVFD engineers and outside mechanics as necessary;
- Informs Operations Chief of any needed major repairs or problems;
- Test apparatus after repairs as needed, delivers and picks up equipment;
- May perform emergency field repairs at routine and non-routine times;
- May perform small engine repair;

Performs other duties consistent with the role and function of this classification.

Required Knowledge, Skills and Abilities

- Thorough competency, proficiency and skills to apply best practice methods, techniques, and materials to maintain and repair District diesel fire apparatus, gas vehicles and equipment;
- Ability and willingness to obtain necessary ASE, EVT and other technical certifications to the Master Mechanic level;
- Knowledge of or ability to quickly learn and apply NFPA 1901 & 1911: Standards for Automotive Fire Apparatus and the Inspection, Maintenance, Testing and Retirement of In-Service Emergency Vehicles;

- Thorough knowledge of hydraulics, fire pumps and valves; and electrical systems;
- Thorough knowledge in the operation hand and power tools, and other related equipment;
- Ability to troubleshoot vehicle and equipment problems, and make necessary repairs as required;
- Thorough knowledge of the proper use of computerized diagnostic equipment;
- Ability to effectively operate and interpret results of computerized diagnostic equipment;
- Thorough knowledge and practice of basic welding techniques;
- Thorough knowledge and implementation of applicable safe work practices;
- Ability to provide training and technical assistance to others as requested;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to develop and follow a fleet maintenance budget;
- Ability to maintain accurate fleet records;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Demonstrates integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Ability and willingness to maintain the confidentiality of sensitive information;
- Consistently performs assignments in accordance with the District's Values of Safety, Efficiency, Reliability, Value, Integrity, Creativity and Excellence.

Minimum Qualifications

- High school diploma and an Associate Degree in Diesel and/or Automotive Technology; and
 - Three years of increasingly responsible large truck fleet mechanic and maintenance experience.
- OR
- Any combination of education, experience, certifications, and training that demonstrates the ability to perform the essential functions of the job.

Desired Qualifications

- ASE Certifications: T series and A series.
- EVT Certifications: F & E Master Level III.
- Five years' experience as heavy truck mechanic.
- Experience in managing fleet maintenance of emergency vehicles.

Required Special Qualifications

- Must obtain within 60 days of employment, and maintain during entire course of employment, an unrestricted Montana Driver's License;
- Must obtain CPR certification within one (1) year of hire;

- Must obtain ASE Master Medium-Heavy Duty and EVT Master Apparatus and Ambulance Technician certifications within two years of hire date.
- Pre-employment, reasonable suspicion, post-accident and follow-up alcohol and drug testing may be required.

Physical Requirements and Working Conditions

The physical requirements and working conditions described below are representative of those an individual may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

- Primary functions are performed indoors in a mechanic shop;
- Occasional work will be outdoors in all types of weather and temperature conditions; position may involve travel from site to site;
- There is exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, and mechanical and electrical hazards;
- Duties may include some call back, evening and weekend assignments.

Physical Requirements:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a related hand and power tools, computerized diagnostic equipment, and other related maintenance and repair equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently access vehicles and equipment, and to maneuver heavy parts, tools, and equipment.

Application Process

Submit: by mail or email (confirm receipt)

1. Letter of Interest
2. Central Valley Fire District Application for Employment from www.centralvalleyfire.com
3. Current resume with copies of relevant certifications

To: Debbie Bloem, Office Manager
Central Valley Fire District
215 Wings Way
Belgrade, MT 59714

Deadline: Open until filled with priority given to applications received by July 16, 2020

For More Information Contact: Ron Lindroth at (406) 388-4480 or rlindroth@centralvalleyfire.com

Selection Guidelines

CVFD may include the following or more factors in determining whether an applicant meets the qualifications of the position: review of application materials and minimum requirements, structured interviews, reference checks, work experience, job related current and past performance.

Other Information

Post Conditional Employment Offer Process: Offers for employment are conditional upon satisfactory completion of the selection process and background check.

Non-Discrimination Policy: The Central Valley Fire Department does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, genetic information, political ideas, veteran/military status, or physical or mental disability. This policy does not preclude discrimination based on bona fide occupational qualifications or other recognized exceptions under the law.

Residency Requirement: CVFD members must reside within the Central Valley Fire District or within a thirty (30) minute response time to a District fire station. The Fire Chief has the authority to verify members' compliance with this policy or grant exceptions for legitimate circumstances.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documentation that he or she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States Passport, Certificate of Naturalization, a Permanent Resident Card, an Alien Registration Receipt Card (Green Card) or a Resident Alien Card.

Reasonable Accommodations: The CVFD makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the CVFD to consider any such accommodation, the applicant must make known any needed accommodation.

CVFD reserves the right to not fill the position if in its opinion an appropriately qualified candidate does not emerge in the selection process.