

CLASS SPECIFICATION FOR
Fire Equipment Mechanic Foreman

GENERAL STATEMENT OF DUTIES: Supervises Fire Equipment Mechanics and is responsible for the repair, maintenance and preventive maintenance of all fire suppression apparatus and medic vehicles; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is a working supervisor, responsible for the operation of the Fire Maintenance Facility. The Foreman directs the repair and maintenance of all fire apparatus, makes assignments to subordinates, gives technical advice and assistance when needed, checks all major repairs prior to apparatus' leaving shop facilities, and maintains an ongoing preventive maintenance program. The incumbent is subject to emergency call for major accidents or breakdown of equipment. The incumbent receives general supervision from an Automotive Equipment Supervisor or the Superintendent/Central Maintenance Facility.

EXAMPLES OF WORK (illustrative only):

- Diagnoses problems on fire apparatus in both the mechanical and fire operation of the vehicle;
- Assigns work to Fire Equipment Mechanics;
- Supervises major and minor repairs to all fire apparatus so as to ensure proper operation and advises and assists subordinates to provide technical guidance on more complex problems;
- Determines cost effectiveness and makes recommendations regarding replacement vs. repair of parts and/or equipment and medic vehicles.
- Assists in preparing specifications for and in ordering fire suppression equipment;
- Responds to emergency situations involving equipment, to include major accidents or breakdowns;
- Keeps records and maintains files on all apparatus;
- Works with Training Bureau personnel on acceptance and service tests of fire apparatus;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the construction, assembly, adjustment, and maintenance of fire apparatus, including all pumpers, aerial ladders, platforms, field and brush units, tankers, and other support units; extensive knowledge of the operation and repair of internal combustion engines (gasoline and diesel), chassis parts and related parts and items such as pumps; considerable knowledge of the occupational hazards and safety precautions of the trade; ability to diagnose defects of automotive equipment and to remedy defects, to include the use related technologies; ability to make estimates of costs, materials, and time; ability to keep records and evaluation reports; ability to effectively supervise; communication skills; good judgment; physical condition that permits such activities as heavy lifting, bending, driving and occasional work under adverse temperatures and/or weather conditions.

MINIMUM EDUCATION AND EXPERIENCE: Completion of high school and at least three (3) years of experience as a Fire Equipment Mechanic, preferably including some supervisory experience; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. Requires possession of a valid Virginia Commercial driver's license, with endorsements and without restrictions. Possession of valid Emergency Vehicle Technician (EVT) certification level 1. Employee must obtain Emergency Vehicle Technician (EVT) certification levels 2 and 3 within one and two years of employment date. Must obtain certification from the State of Virginia to perform vehicle safety inspections within six (6) months of employment date. Must be willing to work assigned shift. May require a pre-employment physical examination and/or medical tests administered by Henrico County Employee Health Services, the components of which are based on and appropriate to the specific sensory and/or physical demands of the given position.