

PARMA FIRE MECHANIC (Mechanic 1)

CITY OF PARMA

FIRE DEPARTMENT

JOB SUMMARY

The PARMA FIRE MECHANIC (PFM) is responsible for the maintenance, repair, service and upkeep of all Parma Fire Department Vehicles. The PFM works under the direct supervision of the Parma Fire Department Vehicle Officer. This position is classified as a Civil Service position. The Promotional probationary period shall be six months in accord with the agreement between the City of Parma and the United Steelworkers Union, Local 1-7001. New hire probationary period shall be one (1) year. Hourly rate is \$24.25.

WORK ACTIVITIES

Administrative Duties

- Schedules and maintains schedules of repair and maintenance of PFD vehicles*
- Keeps records on all PFD vehicles*
- Keeps an accurate record of activities, costs and pertinent information including work performed, parts used and costs*
- Prepares annual budget requests based on projected needs*
- Prepares an Annual Report of previous year's activity and costs*
- Maintains records of parts inventory*
- Assists in preparing specifications for the purchase of new vehicles
- Determines need for service of vehicles*

Repair Duties

- Performs preventative maintenance to and makes repairs and adjustment to Fire Vehicles as needed and oversees and arranges repairs that are made outside of PFD*

Purchasing Duties

- Obtains price quotes as required*
- Prepares purchase requests*
- Maintains stock of required parts and maintenance items

Other Duties

- Performs all other related duties as assigned
- Respond to long term or special incidents if requested for vehicle maintenance
- Snow plows PFD property as needed

*Denotes Essential Job Functions

TOOLS AND EQUIPMENT REQUIRED

The PFM is required to have and bring to the PFD Shop a customary set of quality mechanics hand tools.

TOOLS AND EQUIPMENT USED

- Emergency Vehicle repair tools
- Computer
- Copy machine
- Mechanical Tools
- Fire vehicle
- Telephone
- Snow Plow

JOB CONTEXT

The Parma Fire Mechanic works a 40 hour week from 8:00 AM until 4:30 PM. This position is full-time and operates 12 months a year. The stress level of this position varies with the job at hand. The physical activities of the position can be classified as moderate. This position requires mobility and strength in motorized equipment repair. The PFM is selected by the Fire Chief and will be given performance evaluations annually by the Parma Fire Vehicle Maintenance Officer.

JOB QUALIFICATIONS

Upon hire, the Parma Fire Mechanic must have:

- A high school diploma or equivalent
- A current Master Medium/Heavy Truck Technician ASE certification
- A minimum of 5 years mechanical experience
- Knowledge of fire department equipment
- Basic knowledge of mechanical repairs
- The ability to plan efficient repair and servicing of Fire vehicles
- The ability to use common hand tools
- The ability to establish and maintain effective public relations
- Submittal to and successful passage of a background check and polygraph

After hire, the PFD Mechanic must:

- Obtain and maintain a Class A CDL within one year of hire
- Have a knowledge of the workings of the Parma Fire Department vehicles
- Deliver and pick up vehicles and parts from service and repair establishments*
- Obtain and maintain EVT certification in design, performance and preventative maintenance of fire vehicles and ambulances within one year of hire and attain additional certifications as needed.
- Become familiar with PFD pumps and water movement.
- Maintain knowledge of fire vehicle requirements.
- Achieve and maintain the following EVT certifications:
 1. Fire pumps and accessories
 2. Fire apparatus electrical systems
 3. Aerial fire apparatus
 4. Ambulance electrical systems
 5. Ambulance HVAC
 6. Ambulance cab, chassis and body