



26 N. Center Street, Rexburg, ID 83440 • (208) 359-3010

Madison Fire Department Job Description for

ASSISTANT MECHANIC/TECHNICIAN

(not to exceed 19.5 hours/week October-May; 40 hours/week May-September;
\$15/hr.)

GENERAL PURPOSE

Performs a variety of basic level skilled duties related to maintenance projects and operations; may perform as an entry-level mechanic. Perform Mechanic/Technician duties as required; maintain and repair all MFD equipment including ambulances, fire trucks, pumps, generators, chase and command vehicles.

SUPERVISION RECEIVED

Direction and instruction from the Mechanic/Technician, Chief and Deputy Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ✓ Perform repairs and preventive maintenance of equipment including: fire trucks, ambulances, generators, portable pumps, SCBAs, fire pumps, chase vehicles, command vehicles, air compressors, all mechanical equipment, etc.
- ✓ Maintain accurate service/maintenance records
- ✓ Assist with building and equipment upkeep
- ✓ Perform accurate record-keeping of invoices and work orders
- ✓ Communicate effectively with other employees and the public
- ✓ Perform all work duties and activities in accordance with department policies, procedures and safety practices
- ✓ Perform fire and ambulance chassis maintenance
- ✓ Perform general maintenance and preventive maintenance of fire department buildings

PERIPHERAL DUTIES

- ✓ Retrieve and drop off parts
- ✓ Assist with transporting vehicles as needed

MINIMUM QUALIFICATIONS

Education and Experience:

- ✓ High school diploma or GED equivalent, supplemented with one (1) year specialized training in automotive drivability/light and heavy equipment; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work
- ✓ Mechanical experience in diesel and gasoline engines (large and small), drive trains, electrical systems, and hydraulics
- ✓ Communication skills in dealing with the public and when calling for needed parts and equipment
- ✓ Required to furnish and supply basic tools for both light-duty automotive vehicles and equipment with a roll-around type tool cart or box

Necessary Knowledge, Skills and Abilities:

- ✓ *Thorough knowledge of:*
 - Vehicle and equipment operating systems or the ability to investigate and learn different vehicle operating systems
 - The safety practices required by the state and other legal entities, such as EPA regulations, and the hazards common to heavy equipment operation
- ✓ *Ability to:*
 - Analyze situations quickly and correctly and make decisions regarding the best methods of managing urgent needs
 - Estimate the quantity of materials accurately
 - Follow detailed verbal or written work instructions
 - Communicate effectively in verbal and written forms
 - Use job-related software applications
 - Maintain effective working relationships with fellow employees, supervisors and the public
 - Work in dangerous situations
 - Perform strenuous physically- and emotionally-demanding labor

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- ✓ DOT and Preventative Maintenance Inspections
- ✓ 12-volt DC systems
- ✓ Diesel and gasoline engine theory
- ✓ OBDII systems

SPECIAL REQUIREMENTS

- ✓ Maintain a valid Idaho Driver's License
- ✓ Must possess, or be able to obtain by time of hire, a valid Idaho Driver's License
- ✓ No felony convictions or disqualifying criminal histories within the past seven years
- ✓ Must be able to read, write and speak the English language with clarity
- ✓ Must meet insurability requirements of department insurance carrier

TOOLS AND EQUIPMENT USED

Vehicle, radio, pager, computer, calculator, telephone, department apparatus, fire suppression tools and equipment, and miscellaneous EMS equipment; and any tools necessary for the maintenance of equipment, vehicles, and buildings.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that are encountered or must be met by any employee to successfully perform 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 is frequently required to stand, sit, walk, talk, hear, and smell or taste; use hands and fingers to handle and operate objects, tools and controls. The employee is frequently required to reach with hands and arms, climb, balance, stoop, kneel, crouch, crawl and lift and/or move up to 75 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception, and the ability to adjust focus.

Work is performed primarily in office, vehicle and outdoor settings; in all weather conditions, including temperature extremes; during day and night. Work is often performed in emergency and stressful situations. The employee is exposed to smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, radiation, risk of electrical shock and vibration.

The noise level in the work environment is usually quiet in office settings, moderate during daily work routine, and loud at an emergency scene.

The duties listed above are intended only as illustrations of the various types of work 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.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

All department employees work in a drug- and tobacco-free environment.

Enacted by: Corey R. Child Fire Chief	Date Enacted: December 2023 (supersedes all other job descriptions to this date)
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