

**MASTER MECHANIC**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible and technically skilled work in the maintenance division of the fire department. The Master Mechanic is responsible for inspecting and maintaining all departmental emergency vehicles and fire apparatus. The employee of this class determines what repairs are needed and establishes a priority schedule of repairs. The incumbent of this class works with some supervision, having the authority to work independently in most areas. The Master Mechanic reports directly to the Chief of Administration.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs general and preventative maintenance on department vehicles and fire apparatus, such as refueling, changing or adding oil, adjusting headlights, and similar tasks. Repairs fire apparatus fixtures, such as rotary gear, pumps, water towers, and aerial ladders. Maintains and repairs brake, drive train and suspension systems, including adjusting and installing drum, disk and power brakes; standard and automotive transmissions; drive shafts; front and rear end assemblies; alignment and steering; tires; wheel bearings; and universal and ball joints. Maintains and repairs electrical, lubricating, and liquid and air cooling systems. Ensures proper working order to systems by inspecting and replacing parts, such as radiators; thermostats; water pumps and hoses; fans and fan belts; batteries and generators; spark plugs and cables; oil pumps, filters and seals; PCV systems; and other parts as necessary.

Performs maintenance and makes repairs to fuel systems, including pumps, lines, filters, carburetors, and chokes. Maintains gasoline and diesel engines such as intake and exhaust manifolds; piston rods and rings; engine bearings; gaskets and valves; starting-air and scavenging-air compressors; governors; fuel spray nozzles; and turbochargers. Adjusts, repairs, and ensures proper working order to accessories on automotive equipment, such as speedometers; tachometers; lights and flashers; windshield wipers; hydrometer; voltmeter; and vacuum gauge. Maintains and repairs hydraulic equipment, including aerial hydraulic pumps, aerial ladder, and hydraulic motors and cylinders. Welds items or tempers steel.

Performs required safety inspections on department vehicles. Road tests and inspects vehicles and equipment after repairs were made to assure that repairs were effectively accomplished. Repairs apparatus at the emergency scene when needed and determines if

apparatus involved in an accident is safe for use. Assists in locating outside services and arranges for the repair of vehicles and equipment which cannot be repaired within the department. Transports and delivers supplies and equipment to outside location.

Organizes and stores department property in an orderly fashion to easily maintain inventory. Provides assistance in the purchase of supplies and equipment, keeping such purchases within the established budget. Participates in meetings with sales representatives to review products. Assists in evaluating specifications for products to be purchased and helps prepare specifications for public bids.

Completes forms or records as required. Enters reports on completed work in maintenance program and keeps record of all repairs. Reads service manuals, part books, and uses information supplied by employees to diagnose mechanical problems. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations. Assists volunteer fire departments with apparatus repairs and maintenance. Participates in any training required by the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must show ten (10) years of experience in the field of medium to heavy truck repair.

Must have Level I, Level II and Master Level III Fire Apparatus Technician Certifications.

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