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POSITION ANNOUNCEMENT

APPLY ON-LINE ONLY at www.poudre-fire.org

Position Title: Fleet Maintenance Supervisor
Job #: 0916-SD Open to Public
Department: Poudre Fire Authority
FLSA/Career Status: Nonexempt - Classified
Salary Range: \$60,753 - \$84,746 per year. Salaries are paid biweekly
Closing Date: Open Until Filled
Work Schedule: Standard 40 hour work week, overtime and on-call may be required

Selection Process: Review and Screening of On-Line Application;
Interview(s)/Exercise(s);
Background Investigation – acceptable/unacceptable;
Drug Screen and Physical Exam & Evaluation – acceptable/unacceptable.

SUMMARY:

Supervises work activities of assigned personnel, develops and monitors the workflow for maintenance and repair of Poudre Fire Authority (PFA) apparatus and vehicles. May assist with the service and major repair of PFA apparatus and departmental vehicles as time permits.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Coordinates shop work flow which includes forecasting and scheduling preventative maintenance, making repair and maintenance decisions, and tracking warranty issues.
- Provides interpretation and guidance regarding PFA safety policies and practices related to shop operations.
- Supervision of the individuals assigned to the Fleet Maintenance function and management of the shop function.
- Assists with annual testing programs for fire pumps, aerial ladder equipment and emissions for fire department fleet.
- Assists with performing and maintaining records for NFPA fire equipment tests and apparatus testing.
- Prepares new fire apparatus/vehicles for service including order specifications.
- Processes work orders, tracks detailed vehicle maintenance and repair reports, and analysis of maintenance practices and expenditures in an automated system.
- Prepares annual reports and conducts research for budget requests.
- Responds to emergency scenes outside the fleet maintenance facility in all weather conditions to perform fire apparatus/vehicle services as needed on an on-call basis.
- Performs required work which may include some evening and weekend assignments.
- Attends meetings as well as local and out of state training seminars as required.
- Performs all duties in a safe manner using all required safety devices and equipment.
- Insures a safe and clean shop and work area is maintained at all times.
- Diagnoses and resolves delays in maintenance repairs.
- Analyzes and prepares performance reports to gauge the efficiency and effectiveness of operations.
- Develops and implements operating policies and procedures to increase quality and efficiency.
- Provides data and analytic reports.
- May perform the functions of employees supervised.

SUPERVISORY RESPONSIBILITIES:

This position is responsible for the supervision of assigned PFA employees.

Carries out supervisory responsibilities in accordance with PFA rules, regulations, policies, procedures, practices and all applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and counseling employees; addressing complaints and resolving problems.

QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills and abilities required of the position:

- Must possess a personal hand tool set sufficient to perform the required duties.
- Ability to communicate clearly and effectively with subordinates, coworkers, supervisors, firefighters and the general public through a variety of both written and verbal methods including, but not limited to: electronic email, telephone, memo, fax, etc.
- Working knowledge of gas and diesel vehicles and equipment repair and maintenance.
- Ability to supervise technicians in a high volume, industry related repair facility on a daily basis.
- Ability to direct and supervise work order analysis.
- Ability to interpret electric, hydraulic schematic diagrams and perform necessary repairs.
- Ability to diagnose engine and/or electrical problems – multiplexing.
- Ability to weld using different types of welding equipment.
- Ability to operate, and interpret, engine diagnostic and analyzer equipment.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Skill in reading shop manuals and schematics used in troubleshooting in fire and emergency apparatus and related equipment.
- Ability to solve practical problems in a reasonable and effective manner.
- Ability to use PFA supplied diagnostic software, word processing software and other PFA computers and software.
- Ability to work within the cultural framework of the PFA as stated in the Mission, Vision and Values of the organization and to adhere to all rules, regulations and policies.
- Knowledge of required math skills.
- Knowledge of mechanical tools and equipment necessary to repair fire and emergency apparatus and related equipment.
- Knowledge of emissions testing requirements and processes.

EDUCATION and EXPERIENCE:

- High school graduate or GED.
- A minimum of three years of experience in gas and diesel automotive repair.
- Three years shop supervisory experience is highly preferred.
- Vocational or technical training in equipment and vehicle repair and/or electrical and mechanical systems or equivalent combination of education and experience.

CERTIFICATIONS, LICENSES and/or REGISTRATIONS:

- Valid Commercial Drivers License
- ASE Master Truck Certification
- Obtain Emergency Vehicle Technician certification within 1 year of hire.
- Obtain Colorado Department of Health Compliance Coordinator Green Card within 1 year.
- Obtain Air Pollution Control Division Diesel Fleet Self-Certification Inspector rating within 1 year.
- Obtain CPR certification within one year of employment.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, stand, crawl, walk, talk and use their hands and fingers to handle, feel or operate objects. Other movements may include climbing, balancing, stooping,

kneeling, crouching, reaching, pushing, pulling, lifting, grasping, fingering, hearing, seeing and repetitive motions. Exertion forces up to 100 pounds may be required at times.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee would encounter while performing the essential duties of this job. The employee must work 40 hour weeks, some overtime and be available for on-call. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles, risk of shock and vibrations. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals and adverse weather conditions. The noise level will occasionally be loud. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this position.

LANGUAGE SKILLS Ability to read, understand, and interpret documents such as safety rules, and operating and maintenance instructions and procedure manuals. Ability to write reports and correspondence in a clear, understandable manner. Ability to speak effectively before groups of customers or employees of the organization.

REASONING ABILITY Ability to solve practical problems and deal with various situations. Ability to interpret various instructions in written, oral, or diagram form.

EQUIPMENT UTILIZED: A variety of hand and power tools, shop equipment commonly found in a vehicle repair operation; and computers and software programs utilized by the department.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please submit your application ON-LINE ONLY at www.poudre-fire.org . If you experience difficulties submitting your application or do not receive a confirmation e-mail, please call 970.416-2857.

THE POUFRE FIRE AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER