

FIRE APPARATUS SERVICES MANAGER

NATURE AND VARIETY OF WORK

This is responsible management, technical and supervisory work in charge of the design, maintenance and repair of a wide variety of fire apparatus, automotive, and heavy equipment. Incumbent schedules, coordinates and directs all operations concerning the design, repair, maintenance and inspection of automotive and related equipment. General supervision is received from a Bureau Chief or the Fire Chief. As a member of the department management team, the incumbent carries out operations based on established procedures and has considerable latitude in carrying out work assignments.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Manages the operation of the Apparatus Section, plans, assigns and supervises the work of subordinate staff; schedules and coordinates the service and maintenance on automotive and related equipment with operating agencies; expedites the procurement of parts and equipment; and inspects and reviews work performed.

Writes detailed specifications for fire department apparatus, and assists in formulating policy as part of management team.

Surveys and makes recommendations regarding the extent of repairs to vehicles; preventative maintenance programs and quality control programs.

Advises and instructs subordinate staff on latest methods, procedures and equipment used in the maintenance and repair of automotive and related equipment.

Provides assistance and data on apparatus maintenance operations, central records, and contracts to obtain and handle over-all maintenance information on such equipment.

Serves as departmental liaison to centralized fleet operations administered by Central Services.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically

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listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of the principles and practices of designing, maintaining, repairing and completely rebuilding automotive, heavy and related equipment, and of shop operations and management.

Extensive knowledge of preventative maintenance procedures, and of the latest materials, methods and practices used in the repair and maintenance of automotive and related equipment.

Ability to supervise, schedule, coordinate and direct operations concerning the repair and maintenance of automotive and related equipment.

Ability to solve and advise on highly complex repair problems.

MINIMUM QUALIFICATIONS

Bachelor's degree with major course work in business/public administration, engineering or related field, plus at least five (5) years administrative and supervisory experience in fleet maintenance operations, including responsibility for maintenance of heavy-duty vehicles and equipment such as those used in fire and rescue work; or an equivalent combination of education and experience.

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