



# Northwest Fire District Position Description

## ***EMERGENCY VEHICLE TECHNICIAN (EVT II and MASTER Levels)***

Reports to:	Fleet Services Superintendent	FLSA:	Non-Exempt
Division:	Non-Suppression	Status:	Full-Time
Location:	Fleet Maintenance	Grade(s):	36/38
Reviewed:	01/2012 (Approved D Emans)	Revised:	01/2012
Supervises:	May supervise as assigned (Master Level)		

### POSITION SUMMARY

The fundamental reason these classifications exist is to maintain and repair automotive and related equipment requiring a high degree of technical ability. Although repair jobs performed are usually laid out in general terms and inspected on completion, incumbents must be able to carry on the intermediate phases of work without assistance after receiving written or oral instruction concerning the operating condition of a piece of equipment. Work requires considerable exercise of initiative and some independent judgment in maintaining service schedules and involves leading and guiding the Apprentice, EVT, EVT I, EVT II and the Mechanic Assistant (Helper). This position requires the employee to have personal tools. Work in this assignment requires the demonstration of continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service. Performs other related duties as assigned. Work is performed under the general supervision of the Fleet Services Superintendent and may be subject to on-call status.

### ESSENTIAL FUNCTIONS

- Performs preventative maintenance by replacing fluids and filters, adjusting and recording test results, cleaning and replacing components, checking and adjusting components and ensuring equipment is in proper operating condition. Performs preventative maintenance by replacing fluids and filters, adjusting and recording test results, cleaning and replacing components, checking and adjusting components and ensuring equipment is in proper operating condition.
- Repairs and makes service calls by diagnosing, troubleshooting, repairing and replacing defective parts and components, investigating malfunctions and breakdowns, installing new parts and components and welding and fabricating parts as needed.
- Rebuilds and installs fire pumps, transmissions and diesel engines by disassembling, inspecting, measuring and evaluating internal and external engine parts, ordering parts, reassembling and installing engines, verifying clearance and tolerances and making adjustments as necessary.
- Interprets and applies information from technical manuals and web sites.
- Maintains, repairs, rebuilds and modifies fire fighting apparatus and ambulances, including aerial ladders, platforms, pumpers, and specialized support equipment.
- Maintains shop by cleaning, degreasing shop areas, painting and labeling equipment and promoting safety procedures.

- Contains and disposes of hazardous wastes.
- Performs routine and maintenance repairs and rebuilding of heavy equipment in accordance with work order instructions, disassembles units, measures parts for wear, inspects parts for damage, replaces worn or damaged parts and reassembles units in accordance with technical manuals, diagrams and instructions.
- Complies with the rules, policies, and procedures as set forth by the District.

#### EVT II - GRADE 36

- May act as back-up to Fleet Services Superintendent.
- Determines nature and cause of equipment malfunctions or breakdowns in the field, makes necessary adjustments, replacements or repairs to maintain equipment operation, or prepares heavy equipment for towing; refers temporary or emergency repair status to Supervisor for appropriate action.
- Disassembles and overhauls heavy equipment systems and components, air conditioning units, engines and transmissions, hydraulic and other power operated units and tests overhauled heavy equipment to assure proper operation.
- Inspects heavy equipment for excessive wear, damage and safety of operation, reports defects, malfunctions and unsafe conditions to Supervisor.
- Tests, adjusts and repairs emissions and electrical systems including batteries, alternators, wire harnesses, lights, computerized ignition systems and related electrical units.
- Performs some machining and welding work as related to repairs of heavy equipment.
- Prepares reports and maintains records of work activities.
- Prepares requisitions and purchase orders for supplies from vendors.
- Removes and replaces malfunctioning components following department Standard Operating Procedures (SOP's).
- Fabricates components using methods including welding, brazing and sheet metal working.

#### EVT Master - GRADE 38

*In addition to GRADE 36 functions:*

- Assists the Supervisor in the oversight of Fleet services and of the mechanic staff.
- Diagnose and resolve equipment and/or vehicles problems
- Schedules and implements preventative maintenance procedures in accordance to manufacturer's guidelines.
- Prepares and communicates to mechanic staff for execution of routine preventative maintenance schedules.
- Research information regarding special parts and identify ways to procure .
- Monitors repair orders for completeness and accuracy requesting changes when required.
- Instructs station personnel (e.g., crews) on deficiencies of equipment so that usage problems can be corrected or eliminated.
- Prioritizes and schedules heavy equipment for contracted repair, and may serve as the point of contact for the District on repairs.
- Troubleshoots repairs, overhauls, and modifies all types of firefighting apparatus including ladder and boom trucks, pumpers and specialized heavy vehicles.
- Support staff for efficiency of turn-around time for disassembling equipment including engines, transmissions and other sub-assemblies and systems, examines parts for excessive wear using precision measuring equipment such as micrometers and gauges, replaces worn or damaged parts and reassembles and tests units in accordance with technical requirements and/or manufacturers specifications.
- Investigates equipment malfunctions or breakdowns in the field, makes appropriate repairs or adjustments and/or prepares equipment for towing

	<p>and routes to shop for major repairs.</p> <ul style="list-style-type: none"> <li>● Ensure accuracy of records pertaining to: work activity, equipment status, corrective actions; reports, requisition of parts and supplies on a computer and applicable software for vehicle maintenance reporting.</li> <li>● Responsible for preventative and corrective maintenance of station generators and extrication tools.</li> </ul>
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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (applies to both positions, except where noted)**

**Knowledge of:**

- Principles and practices of personnel management and supervision (master).
- Fire pumps and accessories. (direct from EVT II/Master cert outline).
- Fire apparatus electrical systems. (direct from EVT II/Master cert outline).
- Aerial fire apparatus. (direct from EVT II/Master cert outline).
- Allison automatic transmissions. (direct from EVT II/Master cert outline).
- Automotive and heavy equipment service work including oil, fuel, hydraulic, cooling and battery system servicing, lubrication, and tire repair and replacement.
- Tools, equipment, materials and methods employed in the servicing of automotive and heavy equipment.
- Automotive and heavy equipment mechanics and operating characteristics.

**Skills:**

- Skilled in the performance of all types of automotive and heavy equipment service work.
- Skilled in the use and care of tools, equipment and materials.

**Ability to:**

- Enter data or information into a terminal, PC or other keyboard device such as the Fleet Services Maintenance system (Manager Plus) or similar system (master).
- Identify obvious mechanical and operating defects.
- Interpret technical manuals and related diagrams and instructions.
- Read and use micrometers, dial indicators and related specialized equipment.
- Recognize hazards and report them to the Safety Officer.
- Perform all types of automotive and heavy equipment service work and to properly and safely use and care for service tools, equipment, and materials.
- Operate service vehicles and maintain service records.
- Maintain a small inventory of supplies and equipment.
- Add, subtract, multiply and divide whole numbers and decimals.
- Understand the metric system.
- Communicate effectively, both orally and in writing, in the English language with customers, clients, employees and the public in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow oral and written instructions in the English language.

- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere.

(see “Definitions” for underlined word[s])

**Additional Requirements of the Driving Position:**

This position requires possession of a valid driver’s license with an acceptable driving record for the pre-employment background check process.

Based on Arizona State Law ([reference link below](#)) requirements, upon the date of hire and throughout the period of employment, the employee must present and possess a valid Arizona Driver’s License and maintain an acceptable driving record.

<http://www.azdot.gov/mvd/DLInfo.asp#ResidentDefinition>

Definitions

1. Acceptable Driving Record: means that the driving record of the employee and volunteer has 3 points or less for the previous 12 months, or 16 points or less for the previous 36 months (as defined by the Department of Transportation, Motor Vehicle Division [MVD] ([reference link below](#))).  
<http://www.azdot.gov/mvd/driver/driverimprovement.asp>
2. Driving Position: means a job which requires operating a vehicle on District Business or operating a District vehicle as part of its range of duties, which may be primary or secondary within the range of duties.
3. Valid: means that an individual’s current driver’s license is not expired, refused, cancelled, revoked, suspended, or restricted.

Driving Level: Primary

Definitions

1. Driving Levels for driving District vehicles or personal vehicle:
  - a. Primary level is where the employee or volunteer drives either daily or weekly.
  - b. Secondary level is where the employee or volunteer drives monthly or less frequently.

Driver’s License Type: Operator License (Class D) ([reference link below](#)). An operator license allows you to drive any vehicle that does not require a motorcycle or commercial driver license. You must be at least 18 years of age to apply for an operator license.

<http://www.azdot.gov/mvd/DLInfo.asp#Classes>

Commercial Driver’s License (CDL) Endorsements: Yes, with a tender or tanker endorsement

Automobile Insurance Requirement (Refer to District Policy “Driver’s License” under review)

Employees who drive their personal vehicles for District business are required to provide a copy of their current automobile insurance ID card to Human Resources upon the date of hire and on an on-going basis.

**Safety Sensitive:** Yes (Refer to District Policy #4.20 Drug and Alcohol Testing, under review)

"Safety-sensitive position" means any job designated by an employer as a safety-sensitive position or any job that includes tasks or duties that the employer in good faith believes could affect the safety or health of the employee performing the task or others, including any of the following:

- (a) operating a motor vehicle, other vehicle, equipment, machinery or power tools.
- (b) repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage.
- (c) performing duties in the residential or commercial premises of a customer, supplier or vendor.
- (d) preparing or handling food or medicine.
- (e) working in any occupation regulated pursuant to A.R.S. title 32, professions and occupations. (A.R.S. 23-493)

**Pre-employment Drug Testing Required:** Yes

**MINIMUM EDUCATION, EXPERIENCE, AND TRAINING** (must have upon receipt of application, except where noted below)

*This organization strives to maintain the most current certification requirements as specified by the EVT Level Certification Requirement Chart located on the EVT website, click [here](#).*

**Proof of ASE & EVT certifications for Levels I & II must accompany your application**  
*The Master Level - III is desired at time of application, however, if the most qualified candidate is hired as an EVT-II Mechanic, the Master Level – III must be obtained within one-year from hire date.*

<b>EVT II Level - Grade 36</b>	<b>Master Level - Grade 38</b>
<ul style="list-style-type: none"> <li>● EVT II Level Fire Technician Apparatus Certification</li> </ul>	<ul style="list-style-type: none"> <li>● Master Level Fire Apparatus Technician Certification</li> <li>● A minimum of one (1) year Supervisory or Lead experience is required</li> </ul>
<ul style="list-style-type: none"> <li>● High School diploma or GED equivalency;</li> <li>● A minimum of four (4) years experience in automotive service work including some experience in servicing heavy equipment; and</li> <li>● A Commercial Driver's License (CDL) with a tender or tanker endorsement <i>upon date of hire.</i></li> </ul>	

**Preferred:**

- Fire Apparatus Technician and Ambulance Technician Master Level Certification (see EVT Fire Apparatus Technician and Ambulance Technician Master Level Certification requirements [here](#)).

## ADDITIONAL REQUIREMENTS of INCUMBENT

Effective January 27, 2012, EVT II certified mechanic must obtain a master level EVT certification within one-year of hire date or promotion date. Should you be unsuccessful in obtaining the Master level certification within the specified timeline, your position will be downgraded and compensation will be adjusted accordingly. It is the responsibility of the incumbent to maintain current certifications during employment with Northwest Fire District at all times.

<b>Physical Activity</b>	<b>Definition</b>	<b>Never</b>	<b>Occasionally</b> (activity or conditions exist 0-2.5 hrs/day)	<b>Frequently</b> (activity or conditions exist 2.5-5.5 hrs/day)	<b>Constantly</b> (activity or conditions exist 5.5+ hrs/day)
Repetitive Motion	Repeating movements of arms, hands, wrists, fingers				X
Talk	Express or exchange ideas verbally			X	
Hear	Perceive sound by ear				X
See	Obtain impressions through the eye				X
Kneel	Bend legs at knee, come to rest on knees		X		
Crouch/Squat	Bend body down and forward, bending legs and spine		X		
Crawl	Move on hands, knees, and feet		X		
Climb	Ascend/descend ladders, stairs, ramps		X		
Sit	Sit		X		
Stand	Stand			X	
Walk	Move about on foot; average distance per shift 3-5 miles			X	
Bend/Stoop	Bend downward and forward by bending spine at waist		X		
Lift	Raise or lower object > 10 lbs. from one level to another		X		
Lift	Raise or lower object > 25 lbs. from one level to another		X		
Carry	Transport an object		X		
Push	Press with steady force, thrust objects forward, downward, outward			X	
Pull	Drag or tug objects			X	
Turn/Twist	Move a body part in circular motion		X		
Balance	Exceeding ordinary body equilibrium		X		
Reach	Extend hands and arms in any direction			X	
Handle	Seize, hold, turn with hands			X	
Distinguish Color	Ability to distinguish color				X
Fingering	Picking, pinching, typing, or otherwise with fingers rather than whole hand				X
Grasping	Applying pressure to an object with the fingers and palm			X	
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture		X		
<b>Mental / Cognitive Activity</b>	<b>Definition</b>	<b>Never</b>	<b>Occasionally</b> (activity or conditions exist 0-2.5 hrs/day)	<b>Frequently</b> (activity or conditions exist 2.5-5.5 hrs/day)	<b>Constantly</b> (activity or conditions exist 5.5+ hrs/day)
Communication	Comprehend and use basic language, either written or spoken, to communicate information and ideas				X
	Comprehend and use technical or professional language, either written or spoken, to communicate complex ideas				X
Calculation	Perform numerical operations using basic counting, adding, subtracting, multiplying, or dividing		X		
	Perform complex quantitative calculations or reasoning using algebra, geometry, statistics, or abstract symbols		X		
Problem Solving	Formulate and apply appropriate course of action for routine or familiar situations				X
	Use logic to define problem, collect information, establish facts, draw valid conclusions, interpret information and deal with abstract variables for unique or unfamiliar situations			X	
<b>Environmental Conditions</b>	<b>Definition</b>	<b>Never</b>	<b>Occasionally</b> (activity or conditions exist 0-2.5 hrs/day)	<b>Frequently</b> (activity or conditions exist 2.5-5.5 hrs/day)	<b>Constantly</b> (activity or conditions exist 5.5+ hrs/day)
Weather And Temperature	Protection from weather conditions but not necessarily from temperature changes		X		
	Subject to outside environmental conditions – no effective protection from weather		X		

	Activities occur inside and outside		X		
	Subject to extreme cold (typically below 32°)	X			
	Subject to extreme heat (typically above 100°)		X		
Atmospheric Conditions	One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases, or poor ventilation		X		
	Worker is required to wear a respirator		X		
Noise	Sufficient noise to cause the worker to shout in order to be heard above the ambient noise level		X		
Vibration	Exposure to oscillating movements of the extremities or whole body		X		
Hazards	Proximity to moving mechanical parts, moving vehicles, electrical current			X	
	Working on scaffolding and high places		X		
	Exposure to chemicals		X		
	Exposure to oils: air and/or skin exposure to oils and other cutting fluids		X		
	Worker is required to function in narrow aisles or passage ways		X		
	Worker is exposed to infectious diseases		X		
	Worker is required to function around prisoners or mental patients	X			

### Physical Requirements Checklist

- SEDENTARY**
- Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body.
  - Sitting most of the time.
- LIGHT**
- Exerting up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
  - Use of arm and/or leg controls requiring greater exertion of force than for sedentary work, and worker sits most of the time.
- MEDIUM**
- Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- HEAVY**
- Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- VERY HEAVY**
- Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force constantly to move objects.

*This position description is intended to indicate the basic nature of the position(s) allocated to this class and examples of typical duties that may be assigned. Any one position may not include all of the duties listed, nor do any listed examples include all tasks, which may be found in positions of this class. This position description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer as the needs of the employer change and/or requirements of the job-related duties expand or are updated.*