



JOB DESCRIPTION-MOBILE SERVICE TECHNICIAN

SUMMARY: Perform skilled work in maintaining automotive, medium and heavy duty trucks, to include all Fire Division and Rescue (EMS) Division vehicles, including small gas engines and other associated equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Present complete and detailed tentative schedule for the following week to the Service Manager, every week.
2. Schedule all work to make the most efficient use of travel time and minimize multiple trips to one location.
3. Keep all customer appointments, as scheduled. Contact Service Manager and the customer, in advance, of any delays.
4. Complete all previously scheduled work before any last minute customer requests to the vehicle. Contact Service Manager to schedule any additional work. The exception is when the truck is out of service.
5. Complete a Mobile Service Form, signed by customer and service technician, prior to leaving the customer location, for each job completed.
6. On a nightly basis, document and fax paperwork to corporate office for all received shipments of parts and materials.
7. On a weekly basis, preferably on a Wednesday, return all parts that are replaced.
8. Maintain all Ten-8 equipment in a clean and working order condition. Inform Service Manager of any needed replacements.
9. Responsible for maintaining the inventory on the Ten-8 service vehicle.
10. Report all vehicle accidents or injuries to the Service Manager immediately.
11. Keep a daily log of events and turn it into the Service Manager at the end of the month.
12. Troubleshoot and repair air and hydraulic brake systems. Adjust, repair and/or replace shoes, caliper, drums, rotors, cylinders, etc.
13. Troubleshoot and/or replace air conditioning systems. Compressor, condenser, lines, and recover refrigerant.
14. Troubleshoot and/or replace coolant systems. Radiator, hoses, heater core, belts, etc.
15. Troubleshoot and/or replace electrical systems. Wiring, light bulbs, lights, switches, batteries, regulators, alternators, black box, distributors, etc.
16. Troubleshoot and/or replace running gear. Drive shift, u-joints, transmissions (automatic, manual). PTO's seals, etc.
17. Troubleshoot and/or replace fuel systems. Fuel pumps, carburetors, lines, tanks, injector pumps, etc.
18. Repair and/or replace body parts. Windows, regulators, door locks, related body parts, etc.
19. Repair and/or replace chassis parts. Wheel bearings, steering parts, seals, etc.
20. Repair misc. firefighting and EMS loose equipment. Generator, pumps, nozzles, gated wyes, hand lights, compressors, hand and hydraulic tools, etc.
21. Troubleshoot, repair and/or replace fire pump apparatus pumps in accordance with NFPA testing standards. Test all pumps following repair prior to returning to service.
22. Perform scheduled preventive maintenance programs (A, B, C, etc.) as outlined by county, local, state, and national standards. Change filters (oil, fuel, air), lube, service batteries, cooling systems, change oil, check tires for air pressure and wear, etc.
23. Change, repair, and balance tires.
24. Install and assist with installing special automotive and emergency equipment including tools and other devices.
25. Maintain a clean and safe work area.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibility.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

LANGUAGE SKILLS: Ability to read and comprehend simple instructions, short correspondence and memos. Ability to create standard correspondence. Ability to effectively and concisely present information in one-on-one and small group situations to customers and other employees. Ability to work from oral and written instructions. Proficient verbal communication skills, in English, are required.

EDUCATION AND EXPERIENCE:

1. A high school diploma or equivalent is required.
2. Five + years of experience in automotive mechanical maintenance.
3. Valid class D drivers license with "E" endorsement prior to completing 90-day introductory period.
4. Must have ASE master certification. Heavy Equipment Mechanic is preferred.
5. Must have EVT certification in at least two areas, or complete within 18 months.
6. Knowledge of up-to-date methods of maintaining autos, trucks and emergency vehicles.
7. Knowledge of operating principles and maintenance of gasoline and diesel powered engines.

(Comparable amount of training, education, or experience may be substituted for the above minimum requirements.)

MATHEMATICAL SKILLS: Ability to apply concepts of basic mathematics.

REASONING ABILITY: Ability to apply common-sense understanding to carry out instructions in written and oral form. Ability to deal with problems involving several concrete variances in standardized situations.

OTHER SKILLS AND ABILITIES:

1. Skill in using a variety of standard hand tools, machines and power equipment.
2. Skill in using electrical and acetylene welding tools.
3. Ability to operate vehicles common to repair orders.
4. Ability to work varied hours, including week-ends, overtime, standby, call out or shift.
5. Ability to operate ARC welding equipment.
6. Ability to operate volt and OHM meter, bench grinder, cutting tools, small hand tools, and electronic diagnostic equipment.
7. Ability to operate oxygen and acetylene equipment.
8. Ability to attend job training, as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be able to sit for long periods of time.

WORK POSITIONS (defined in 10% increments or work time):

Sitting: 10% Standing: 70 Walking: 20%

PHYSICAL DEMANDS:

SEDENTARY WORK: Lifting 10 lbs. maximum and occasionally lifting and/or carrying articles.
LIGHT WORK: Lifting 20 lbs maximum with frequent lifting and/or carrying of objects weighing up to 10 lbs.
MEDIUM WORK: Lifting 50 lbs maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.
HEAVY WORK: Lifting 100 lbs maximum with frequent lifting and/or carrying of objects weighing up to 50 lbs.
VERY HEAVY WORK: Lifting objects in excess of 100 lbs with frequent lifting and/or carrying of objects weighing 50 lbs. or more.

PHYSICAL REQUIREMENTS:

	LBS.	NONE	SOME	FREQ
LIFTING				
CARRYING				
PUSHING				
PULLING				
STOOPING, KNEELING				
CRAWLING				
CLIMBING				
BALANCING				

WORK ENVIRONMENT: The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee is subject to:

1. Outside environmental conditions with no effective protection from the weather.
2. Inside environmental conditions. Protection from weather conditions but not necessarily from temperature change.
3. Extreme cold-temperatures below 32 degrees for more than one hour.
4. Extreme heat-temperatures above 100 degrees for more than one hour.
5. The noise level is loud with sufficient noise to cause employees to shout in order to be heard above the ambient noise levels.
6. Hazards which include a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to chemicals, bio-medical and/or bio-hazard, fire conditions and hazardous materials.
7. Atmospheric conditions that affect the respiratory systems or skin. This includes, but is not limited to fumes, odors, dust mists, gases, oil or poor ventilation.
8. Other emergency conditions that are unknown in origin and nature.

WORKING CONDITIONS:

	INSIDE: Spends approximately 75% or more of time inside. Inside work has good ventilation, comfortable temperature.
	OUTSIDE: Spends approximately 75% of time outside.
X	BOTH: The activities occur inside or outside in approximately equal amounts.