

**FORT LUPTON FIRE PROTECTION DISTRICT
1121 Denver Avenue
Fort Lupton, Colorado 80621**

POSITION DESCRIPTION

POSITION: **APPARATUS/MAINTENANCE/GROUNDS
TECHNICIAN LEAD**

STATUS: **FULL-TIME; FLSA NON-EXEMPT**

EMPLOYMENT STATUS: **AT-WILL**

WORK HOURS: **40 HOURS PER WEEK; OVERTIME AS NEEDED
TO SATISFACTORILY PERFORM THE DUTIES OF
THE POSITION**

SALARY RANGE: **\$55,000.00 ANNUALLY (\$26.44 PER HOUR) to
\$75,000.00 ANNUALLY (\$33.65 PER HOUR)**

EFFECTIVE DATE: **April 2019**

This Position Description is established by the Board of Directors ("Board") of the Fort Lupton Fire Protection District ("District") to outline the basic requirements, duties, and general responsibilities of the VEHICLE/MAINTENANCE/GROUNDS TECHNICIAN LEAD. This position is "at-will," which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

The headings in this Position Description are for reference only and shall not affect its interpretation.

Position Summary:

The Apparatus/Maintenance/Ground Technician Lead is responsible for all aspects of satisfactorily completing maintenance and repair of the District's facilities, grounds, equipment, vehicles, and apparatus. Mechanic skills and a willingness to complete fire apparatus maintenance training is preferred. The Apparatus/Maintenance/Ground Technician Lead is expected to secure bids, develop and manage a maintenance budget, purchase items, and complete the necessary documentation for all such repairs and maintenance. The Apparatus/Maintenance/Ground Technician Lead is required to perform the same work as the Maintenance/Grounds Technician, but as Lead is expected to oversee the work performed by the

Maintenance/Grounds Technician. The position requires a motivated individual that can work in a fast-paced environment using good judgment and self initiative.

Immediate Supervisor: The Apparatus/Maintenance/Ground Technician Lead reports directly to the Fire Chief.

Supervisory Responsibility: The Apparatus/Maintenance/Ground Technician Lead shall oversee the Maintenance/Grounds Technician in the completion of the listed or similar job duties.

Essential Duties and Responsibilities: The following duties are an overview of the primary duties and responsibilities of the Apparatus/Maintenance/Ground Technician Lead and are not intended to be all-inclusive list.

1. Completes special projects, as required, including non-incident related projects that will have completion deadlines and standards, including consideration of the most cost-effective options for the District.
2. Satisfactorily complete and account for all "Work Order" requests and maintenance tasks received from District personnel in a timely, most cost-effective fashion, and properly document all work performed in the computer within 7 days of completion.
3. Performs maintenance and basic mechanic work on fire apparatus, pumps, and troubleshoots electrical issues to keep the apparatus in service and safe for mission critical services.
4. Perform minor welding, electrical, plumbing, sprinkler system, HVAC, painting, cleaning, trash removal, or other repairs as required, including, but not limited to, regularly replacing batteries, filters, light bulbs, and ballasts.
5. Satisfactorily monitor and maintain the exterior and interior grounds of all District facilities in an appropriate professional looking condition. Including but not limited to remove loose trash, perform weed control, repair lighting problems, address safety issues, painting, sweeping, mopping, plumbing, HVAC, change filters, and perform associated equipment maintenance. Complete or schedule appropriate repairs to sidewalks, parking lots, and fences.
6. Satisfactorily perform preventative, identified, and requested maintenance and repairs of all District tools, hoses, equipment, vehicles, and apparatus. Check and repair fire service equipment, including, but not limited to, fire hoses, nozzles, air packs, tools, fire extinguishers, fans, ropes, ladders, extrication equipment, emergency medical equipment, AED, oxygen bottles, suction units, and spine boards. Maintain accurate computer records regarding the same. Properly document maintenance and repairs within 7 days of completion.

7. Assist Firefighters in the annual testing of all hoses, SCBA units, and apparatus pumps. Complete air sample tests from cascade systems on a quarterly basis, at a minimum.
8. Regularly exercise valves, operate fire pumps, and wash District apparatus.
9. Regularly review, schedule, and complete hydrostatic testing of any pressurized vessels that require such testing.
10. Schedule, ensure completion, and properly document annual ground and aerial ladder certification.
11. Perform fluid changes on all District apparatus as required by the manufacturer. Change all fluids annually, at a minimum. Change fluids in light duty units every 3,000 miles.
12. Perform general landscaping duties for all District facilities and grounds operated by the District, including mowing, trimming, fertilizing, and controlling weeds.
13. Complete snow removal at all District facilities and grounds including sidewalks, parking lots, and driveways, whenever accumulation exceeds two inches. Shovel regularly and keep free of ice all entrances, walkways, and sidewalks for access by the public, volunteers, and employees during business hours. Heavy snowfall (more than six inches) may require emergency response for snow removal to allow for the access to District apparatus. If time allows, use plow to remove snow from driveways of District employees and volunteers who live within the District.
14. Provide emergency response for District-related maintenance and repair issues as necessary.
15. Assist firefighters in complying with the annual hydrant maintenance and testing program.
16. Prepare and oversee budget necessary for satisfactory performance of all repair and maintenance duties.
17. Satisfactorily, maintain records and documentation relating to District information, including computer entry in a timely fashion (within 7 days) and organization of all records as required. Keep records in a central location for regular review by supervisory staff.
18. Coordinate and provide supervision for community service workers. Document the number of hours completed by each worker and the project involved.
19. Consistently and correctly, apply the District's rules, policies, and procedures.
20. Effectively communicate pertinent information to supervisor in a timely fashion.

21. Timely prepare complete and accurate District reports and other records.
22. Place orders for budgeted equipment, as requested by the Fire Chief designee.
23. Attend community meetings, as required.

Miscellaneous Duties and Responsibilities:

1. Maintain positive, effective working relationships with District volunteers and employees, supervisors, the District Board, the public, and other agencies, including police, ambulance, the Division of Fire Safety, City government, community groups, and other professional service providers.
2. Completes annual performance evaluations on all personnel under his/her supervision. Providing necessary positive and constructive feedback on employee performance in a timely fashion throughout the period of employment.
3. Work with the Fire Chief as needed, and during the annual budget process, on any needs or budget input related to the maintenance duties.
4. Work effectively in a team environment and use shared decision-making process.
5. Present a professional image of the District at all times.
6. Perform duties in a satisfactory, safe, and effective manner.
7. Perform such other duties as may be assigned by the Fire Chief or his/her designee from time to time.

Minimum Qualifications and Certifications: Education, Work Experience, and Certification Qualifications, and Requirements

1. Possess High School Diploma or G.E.D.
2. Four years of documented experience in an increasingly responsible maintenance position. Experience with fire-suppression related equipment preferable, or a combination of education, experience, certifications, and training that clearly demonstrates the ability to perform the essential functions of the job.
3. 21 years of age or older at the time of hire.
4. Be able to respond to Fire District Headquarters within 60 minutes driving time (or relocate within 180 days of hire in order to meet this response requirement).
5. Possess, or obtain within twelve months of hire, and maintain a valid First Aid and CPR card.

6. Possess and maintain a valid Colorado Driver's License with acceptable driving record, and be insurable by District's insurance carrier.
7. Attend ongoing training classes related to fire service equipment and apparatus.
8. Emergency Vehicle Technician (EVT) desired but not required. Willingness to complete training courses in this field of study and basic mechanic skills a must.
9. Ability to successfully pass a background check to the District's satisfaction.

Maintenance Knowledge and Abilities:

1. Knowledge of diesel and gasoline engine maintenance and repairs.
2. Knowledge Pierce or similar fire apparatus, PUC, Waterous pumps, foam systems, Pierce Command Zone, Detroit diesel, preferred
3. Knowledge of fire pump maintenance and repairs.
4. Basic understanding of use of DVD, VCR, slide projectors, computers, sound systems and other audio-visual devices to present training materials.
5. Ability to read, write, speak and understand the English language at a level adequate to perform the job.

Working Environment/Physical Requirements: This position requires work in a variety of locations and conditions, including but not limited to, the fire stations and other similar inside work areas, and outdoors in a variety of locations and conditions.

1. The majority of work will be performed in the fire station, apparatus/maintenance bays, in other District facilities, and a variety of outdoor locations. A modest portion of work will involve sedentary, administrative work in an office environment.
2. Work will be required outside in all weather conditions.
3. Work may be required under hazardous and adverse conditions, including, but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, electrical currents, high places, and confined spaces.
4. Work may result in exposure to environmental agents, including, but not limited to, hazardous materials, gases, chemicals, fumes, odors, mists, and dusts.
5. Work may result in exposure to high noise levels requiring hearing protection.
6. This position requires the ability to read, write, speak and understand the English language at a level adequate to perform the job.

7. Have ability to lift, move, and carry items in excess of 100 pounds (occasionally) and up to 20 pounds (frequently).
8. Have ability to stand, walk, sit, kneel, stoop/bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, dig, spray, reach overhead, reach away from body, and perform repetitive motion.
9. Be able to talk, see in color, hear, smell, feel (identify objects by touch), and perceive depth.

Print Name: _____

Signature: _____

Date: _____