

**DENVER FIRE DEPARTMENT
ASSISTANT MASTER MECHANIC
JOB DESCRIPTION – August 2022**

General Statement of Duties: This is a full supervisory and managerial position in the Fleet Management Section of the Technical Services Division of the Denver Fire Department. Supervises and directs the Repair Shop personnel in the maintenance, design, fabrication, construction, repair, and parts purchases of department vehicles and equipment. Plans, organizes, activates, and controls the maintenance and repair of a broad range of specialized emergency response vehicles and emergency support and rescue equipment.

Supervision Received: Under general supervision of the Master Mechanic, the Assistant Master Mechanic receives assignments with minimal direction and is expected to carry them through to completion with substantial independence, may consult with supervisor on establishing operational policies.

Supervision Exercised: Responsible for the daily Shop operation. Assigns personnel to include mechanics, firefighters, cadets, and other personnel assigned both permanently or temporarily to the facility to effect parts procurement, repairs, perform preventive maintenance, fabrications, construction of components on vehicles and equipment.

Interpersonal Relationships: Contact with the general public, numerous city agencies, local and national fire department personnel, private vendors, and all rank levels within the Department in the interest of job performance, communication, and cooperation.

Difficulty: Duties required and performed are broad in dimension and involve dealing with diverse interrelationships. Guidelines are generally vague, requiring exercise of substantial independent judgment to adapt standard practices to numerous situations, and to point-out alternative actions in unprecedented settings. The employee is responsible for implementing and enforcing policies, procedures, and standards set by the Master Mechanic for the operation of the Repair Shop Section. Responsible for determining proper sequence of action at the correct time and location. Subjected to continuous deadlines with constant interruptions.

Physical Conditions: Requires a complete range of body movement such as stooping, turning, kneeling, standing and sitting for long periods of time. Requires full range of hand movement and finger dexterity to utilize a computer keyboard, hand and power tools. Requires eye-hand coordination.

Typical Working Conditions: Continually subjected to working alone and in small to large groups. Potential exposure to cuts, bruises, and burns. Continuous exposure to mechanical hazards. Continuous exposure to dirty, noisy, and dusty conditions. Subjected to potential hazards of extreme ladder heights. Subjected to inclement weather.

EXAMPLES OF DUTIES: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive.

Primary Duties: Implements, directs and enforces policies, procedures, and standards for conduct and performance of personnel assigned to the Repair Shop Section; to include the mechanics, and all other personnel assigned whether permanent or temporary to this section. Reviews vehicle and equipment specifications for updates and compliance with recommended changes.

Determines the assignment of work activities for the mechanics and others assigned to the Repair Shop, based on their capabilities and job specialization, the goals of the unit which must be met, and the status of work in progress.

Schedules all work coming in and going out of the Repair Shop. Creates, monitors, and closes electronic work order for all repairs and inspections throughout the repair processes. Verifies the accuracy of all data entered on to work orders including, vehicle mileage, work order status, downtime status, technician labor entry, parts and sublet entries, as well as ensuring that detailed electronic notes are kept regarding problems reported and corrective repairs made.

Resolves problems which typically arise in carrying out common work activities; re-defines, clarifies, or modifies work instructions or assignments to fit the work situation as necessary; is expected to exercise initiative and judgment in applying organizational policies and directive to the resolution of new or unusual problems, seeking higher level assistance when problems are outside the assistant's knowledge or specified authority.

Reviews, accepts, amends, or rejects completed work for reasons of quality, quantity, accuracy, timeliness, or conformance to specification or instructions; rules on acceptability of work produced by enforcing a clearly defined standard, or is expected to make a judgment of the excellence to be achieved where there is no acceptable standard or precedent to follow. Is expected to evaluate the quality, effectiveness, and efficiency of assigned work activities, and to make recommendations regarding modifications of activities.

Evaluates the performance of employees; receives complaints from employees and resolves issues relating to work assignment, work hours, behavior, etc. Documents all levels of infractions and complaints and verbally communicates those problems and the resolution progress to the Master Mechanic. Properly processes any coaching and counseling sessions and higher discipline levels through the chain of command.

Conducts and/or participates in small to large group meetings, training classes and Department emergency exercises; instructs or provides for instruction of mechanics in the proper and safe use of tools and equipment and is responsible for their application and adherence to standards adopted by the Fire Authority, Department rules, City, State, and Federal regulations.

Directs the purchase of new or replacement parts, supplies and authorizes expenditures for equipment and tools assigned to the Repair Shop Section. Uses budget information, analyzes immediate safety concerns, and factors in the equipment life cycle data when making decisions on needed repairs.

Directly supervises all regularly scheduled apparatus tests and inspections that fall within the Division's charge. Maintains, updates as required, and files all forms and worksheets related to said tests and inspections.

Secondary Duties Performed:

Maintains one or more databases to track miscellaneous vehicle details including, company level assignments, individual driver level assignments, and daily roll call of company level front line and reserve unit status.

Enter daily Repair Shop employee staffing information into the City's system of record to capture sick leave, vacations, overtime, and similar pertinent details. Inform Human Resources of any planned individual work schedule changes that require system updates.

Supervises the inspection of new vehicles and equipment upon delivery for conformity to written specifications and for proper completion of factory inspection non-compliance write-ups. Communicates all deficiencies in writing to the Master Mechanic. Communicates both verbally and in writing as necessary to correct the deficiencies with the vendors.

Develops, supervises, and provides instructions on the proper operation of new vehicles and equipment being placed in service. Responsible for correspondence to manufacturers to ensure new vehicle and equipment warranty registrations are completed. Designs and prepares drawings for modifications of apparatus bodies, compartments, specialty equipment and authorizes any modification to existing apparatus or equipment. Determines warranty responsibility for apparatus, pursues reimbursement when applicable. Selects the use of outside vendors as necessary, reviews services provided. Communicates both verbally and in writing and visits with vendors, manufacturers, and others having business with the Fleet Management Section or the Repair Shop.

Orients new employees to work and surroundings; personally, provides informal one-on-one on-the-job training, or delegates training of new employees to seasoned workers with regular checks on employee progress; assures the new employees attend required orientation or training programs, and that they are made aware of training opportunities.

Determines extent of damage and procures repair cost estimates for all accident damaged vehicles and equipment. Follows current Purchasing rules and regulations to procure necessary vendor repairs.

Develops proper preventative maintenance schedules for vehicles, apparatus, and equipment. Builds and updates preventative maintenance task lists in the current fleet management information system so that necessary inspections and repairs are clearly communicated to personnel. Ensures that completed preventative maintenance work is captured and stored in the fleet system.

Collaborates with the centralized City parts department to ensure that adequate stock levels of common parts are on hand to minimize delays in the vehicle repair process. Authorizes purchase of repair, maintenance, and fabrication parts.

Secures the shop premises at the end of each work shift and is responsible for the security of all vehicles, equipment, and tools.

Responds to all 2nd alarm or greater fires and major emergencies to monitor the performance of apparatus and equipment. Assesses the need for additional support of Repair Shop personnel at the scene. Supervises, assists, and works with mechanics to effect repairs during major incidents.

Collaborates with the Civil Service Commission in developing and giving entry level tests for Fire Department Mechanics.

KSA's

ASSISTANT MASTER MECHANIC

1. Supervisory Knowledge and Ability - The knowledge of techniques and practices of supervision and ability to supervise, including: assigning work to subordinates; inspecting and reviewing work for quality and quantity; evaluating and rating the work performance of subordinates; making supervisory decisions; motivating subordinates to work effectively; maintaining a high level of morale among subordinates; evaluating the need for training of subordinates and providing that training; determining the need for disciplinary action and either recommending or taking disciplinary action; counseling subordinates in personal or work-related manners and making them aware of potential resources available to them.
2. Knowledge of Departmental Administrative Procedures - The knowledge of specific administrative procedures which exist in the Denver Fire Department with regard to processing written reports, letters, etc.
3. Administrative Knowledge and Ability - General knowledge of accepted administrative procedures commonly found in an office setting.
4. Reasoning and Judgment - The ability to apply judgment and deductive reasoning to information and facts about mechanical issues and supervisory situations; to recognize a relevance or lack of relevance of each item of information and to reach logical conclusions from the reasoning process, to define problems and devise solutions.
5. Ability to Function Under Stress - The ability to retain composure and use common sense in difficult or stressful situations in order to make sound decisions.
6. Reading Comprehension Ability of Narrative Written Material - The ability to read and understand narrative, job-related, written material.
7. Ability to Comprehend Tabular and Graphic Written Material - The ability to read and understand tables, charts, and graphs conveying mechanical information or other job-related statistical information.
8. Written Communication - The ability to communicate effectively in writing, to complete necessary forms, records, and reports; to write narrative descriptions of warranties, repairs, etc.
9. Ability to Motivate Subordinates - The ability to motivate subordinates to work effectively; to maintain a high level of morale among subordinates; to establish and maintain a command presence.
10. Mechanical Knowledge - Expert knowledge of maintenance and repair of engines, transmissions, brake systems, hydraulic systems, electrical systems, and other mechanical repairs. Ability to direct appropriate mechanical repairs.

11. Ability to Assume Responsibility - The ability to be responsible for efforts of subordinates; to be willing to make difficult decisions and take necessary actions; to reconsider own decisions and make changes; to countermand the inappropriate decisions of subordinates; to be flexible when warranted yet firm when necessary; to defend, support, or to be critical of subordinates' actions; to accept direction from supervisor.
12. Oral Communication Ability - The ability to understand and respond meaningfully to the spoken word; to organize ideas and present them orally in an effective manner; to faithfully communicate factual information to others.
13. Ability to Learn to Operate a Computer - The ability to learn to operate a computer to a level well beyond basic operation; to learn to function proficiently in Outlook, to learn to function proficiently in a fleet management software system; to learn to utilize spreadsheet programs; to learn and understand logic of spreadsheets; to learn to generate and print reports.
14. Knowledge of Business - Basic knowledge of business and management; advanced knowledge of accounting principles and practices.
15. Interpersonal Skills - The ability to relate with co-workers at all rank levels within the department, other city agencies, local and national fire department personnel, private vendors, and the general public in a fair, tactful, and courteous manner.
16. Knowledge of Emergency Apparatus and Emergency Rescue Equipment - Thorough knowledge of all of the Department's emergency apparatus and emergency rescue equipment. Knowledge of new developments in emergency apparatus and emergency rescue equipment. Skill in repair of emergency apparatus and emergency rescue equipment. Ability to train others in the repair of emergency apparatus and emergency rescue equipment.

Minimum Education Requirement: Graduation from high school, or possession of a GED certificate.

Minimum Experience Requirement: Must have been lawfully appointed and served in the position of Mechanic for five (5) years.

Necessary Special Requirements: Possession of a valid Colorado's driver's license. Willing to carry a department pager or currently approved means of contact at all times. Willing to be held-over or recalled for emergencies outside of normally assigned hours, including nights and weekends.

**TYPICAL CAREER PATH
FOR
ASSISTANT MASTER MECHANIC**

Master Mechanic

Assistant Master Mechanic

**Mechanic
(with 5 years in service)**