

## City of Rapid City Job Description

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|---------------------|---------------------------------------|-------------------------|-----------|
| <b>Job Title</b>    | Fire Equipment Maintenance Supervisor |                         |           |
| <b>Job Code:</b>    | FEQM                                  | <b>Bargaining Unit:</b> | Non-Union |
| <b>Pay Grade:</b>   | See Compensation Scale                | <b>Date Revised:</b>    | June 2023 |
| <b>FLSA Status:</b> | Exempt                                |                         |           |

**General Summary:** This position is responsible for ensuring the overall emergency ready condition of the Fire and Emergency Medical Services fleet.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Plans, assigns, supervises, schedules, instructs and inspects maintenance and repairs of tools, equipment and vehicles.
- Services and repairs self-contained breathing apparatus and high-pressure breathing air compressor.
- Maintains breathing air test sampling program as per national standard.
- Purchases, maintains, and organizes inventory of tools, supplies, equipment, and parts inventory.
- Researches and implements new maintenance procedures, major repairs and replacement of equipment.
- Maintains detailed records of service, maintenance, and repair to meet National Fire Protection Association (NFPA) standards and will be reviewed as a component of the areas fire insurance rating.
- Maintains records on repair costs to comply with warranties; calculate estimates and repair costs.
- Assists in writing detailed technical specifications of use in bidding and purchasing new and used vehicles and equipment.
- Sets goals and objectives for fleet maintenance.
- Completes necessary reports.
- Establishes and maintains effective working relations with manufacturers and dealers of highly specialized vehicles and equipment.
- Travels to represent the Fire Department during apparatus final in sections and during training and education opportunities.
- Carries out supervisory responsibilities in accordance with the organization's policies.
- Must be available for 24-hour call out.

### Qualifications:

#### Education and/or Experience:

Associate's degree or equivalent from two-year college or technical school in repair of gasoline-powered vehicles/equipment and diesel engine repair and two years related experience in maintenance, repair, overhaul and adjustments of the types of equipment maintained by the Division including but not limited to diesel-powered heavy equipment, hydraulics, and welding, to include two years spent in a supervisory role; or High school diploma or general education degree (GED) and five years related experience in maintenance, repair, overhaul and adjustments of the types of equipment maintained by the Division including but not limited to diesel-powered heavy equipment, hydraulics, and welding, to include two years spent in a supervisory role. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this

position will be considered.

**Certificates, Licenses, Registrations:**

- Must possess a valid South Dakota Class A Commercial Driver's License (CDL) with tanker and air brake endorsements or the ability to obtain within 30 days from date of hire.
- Must possess a certified Chlorofluorocarbon (CFC) 12 Air Condition Refrigerant and Recycling or ability to obtain within 30 days from date of hire.
- May be required to hold a certification, license or registration to perform essential duties as assigned.

**Working Conditions:**

*The work environment characteristics described here are representative of those an 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.*

While performing the duties of this job, the employee is frequently exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions and vibration. The employee is occasionally exposed to toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.