

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL/SPECIAL DISTRICTS
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: FIRE TRUCK MAINTENANCE WORKER

TITLE #: 1297

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for cleaning, maintaining and performing minor repairs to fire trucks and related equipment. This routine work involves the responsibility for seeing that fire trucks and equipment are constantly ready for use. Incumbent may be required to perform routine building cleaning and minor maintenance tasks. Work is performed under the general supervision of the Fire Chief or Board of Commissioners. Does related work as required.

TYPICAL WORK ACTIVITIES:

Cleans and prepares fire apparatus and auxiliary equipment for use;

Inspects and monitors fire-fighting equipment;

Makes minor repairs to fire truck and auxiliary equipment;

Ensures that fire truck is filled with gas and oil and is ready for use;

Reports needed repairs to supervisor;

Contacts automotive mechanics for major repair work and keeps records of maintenance performed.

May perform routine building cleaning including but not limited to, sweeping and mopping floors, cleaning restrooms, collecting and disposing of rubbish, etc.;

May perform or assist in minor maintenance tasks and repairs including but not limited to, clearing snow and ice from walks, mowing lawns and raking leaves, replacing light bulbs, etc.;

May arrange chairs and tables and other equipment for special use of building or large floor areas;

May make tour of buildings and grounds for security check and possible malfunctioning of facilities; reports any unusual conditions and facilities not functioning properly.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of fire equipment; working knowledge of building cleaning practices, supplies and equipment; ability to understand and carry out simple instructions; willingness to perform routine cleaning and other manual tasks; mechanical aptitude; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency.

SPECIAL REQUIREMENT: At time of appointment, may be required to possess and maintain a valid driver's license in a class determined to be appropriate by the appointing authority.

JURISDICTIONAL CLASSIFICATION: Non-competitive

ADOPTED: Unknown

REVISED: 10/4/01 ms

REVISED: 11/16/01 ms

REVISED: 8/19/11 dr