

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

CLASS TITLE: SENIOR FIRE TRUCK MAINTENANCE WORKER

TITLE #: 1603

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for cleaning, maintaining and performing minor repairs to fire trucks and related equipment and for leading the work of other fire truck maintenance workers. 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 general supervision. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads and participates in the cleaning and preparation of fire apparatus and auxiliary equipment;

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

May lead and perform 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.

May coordinate maintenance and construction activities of outside contractors; reports issues and progress of projects to the Board of Fire Commissioners.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of fire equipment; working knowledge of building cleaning practices, supplies and equipment; ability to understand and carry out simple instructions; ability to lead others; ability to coordinate the work of others; 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 and six (6) months experience in automotive or building maintenance.

SPECIAL REQUIREMENT: Must possess at time of appointment and maintain a valid driver's license as determined by review and approval of appointing authority.

JURISDICTIONAL CLASSIFICATION: Non-Competitive among Special Districts.

REVISED: 09/29/14