

Chugiak Volunteer Fire and Rescue Co., Inc.

Position Description

Fleet & Facilities Maintenance Specialist

JOB SUMMARY

Under direction of the Fire Chief, the Fleet & Facilities Maintenance Specialist functions to perform or coordinate the maintenance of facilities, apparatus, vehicles and equipment for Chugiak Volunteer Fire and Rescue Department (CVFRD). Maintains a work order system to track and document regular maintenance and repairs and evaluates work to be performed to determine best means and methods for maintenance and repair. Performs minor maintenance and repairs as necessary. Coordinates other minor and major maintenance and repairs with Anchorage municipal departments or commercial service providers. This position is integral in the support of CVFRD responders achieving the mission of providing fire suppression and EMS services to the Chugiak Fire Service Area.

DUTIES

Maintain Vehicles and Equipment necessary to ensure safe and efficient fire suppression and EMS operations as follows:

- Execute a preventative maintenance program that includes regular inspections of all vehicles, apparatus, and equipment; develop and/or maintain records that document the preventative maintenance program.
- Perform weekly “runup” of all fire apparatus and check all fluid levels weekly.
- Collaborate with the appropriate municipal department to maintain inventory control of Knox Systems.
- Schedule major repairs and service on vehicles, apparatus, and equipment with the appropriate municipal department or vendor.
- Perform minor repair and maintenance on vehicles, apparatus, and equipment as authorized and directed. Schedule repairs and maintenance with the appropriate municipal department or vendor for all other work.
- Deliver and pick up vehicles, apparatus, and equipment from various municipal departments or commercial repair shops.
- Make road\scene calls for vehicle breakdowns or flat repair.
- Maintain inventory control of tools, materials, supplies, and equipment. Submit requisition requests for parts, tools and other material necessary to maintain inventory.
- Perform and or coordinate annual pump testing and maintain records.
- Coordinate and maintain records for annual ladder testing.

- Coordinate and maintain records for annual five-inch hose testing.
- Coordinate and perform Atmospheric Monitoring (Q-Rae) equipment calibration and testing.
- Coordinate and perform quarterly air sampling/testing for SCBA air compressor.
- Coordinate and maintain records for SCBA flow testing.
- Coordinate annual air compressor testing and maintenance.

Maintain facilities which includes five fire stations with storage and training areas to ensure safe and efficient fire suppression and EMS operations as follows:

- Execute a preventative maintenance program on all CVFRD operated facilities; perform monthly maintenance inspections on facilities; develop and/or maintain records that document the preventative maintenance program.
- Perform repairs within capabilities as authorized and directed; schedule all other work with appropriate municipal department or service vendor.
- Coordinate and/or perform snow plowing, clearing and sanding of driveways, parking lots and sidewalks of facilities operated by CVFRD.
- Perform monthly maintenance checks of temporary power generators at all facilities operated by CVFRD; initiate operation of temporary power generators when the need arises; reactivate systems when power is restored.
- Perform monthly fire extinguisher inspection and maintenance according to NFPA 10.
- Coordinate major projects, maintenance, and repairs with municipal department or service vendor.
- Perform landscaping chores as needed or coordinate work with other members or service provider.
- Maintain fuel inventory and storage for efficient operations.

Other

- Answer requests for information from the Fire Chief and/or Board of Supervisors.
- Participate in development of budgets for facilities, vehicles, and equipment.
- Attend regular and special meetings as needed.
- If a member of the Chugiak Volunteer Fire and Rescue, may respond to emergency calls during work hours, but only when coverage cannot be met by other volunteers and only at the direction of an officer.
- Support the CVFRD with public functions and information requests.
- Perform other duties as assigned.

Minimum Qualifications

- Five years related experience.
- General knowledge of vehicle care and maintenance to include emergency vehicle design and operation.
- General knowledge of facility systems to include but not limited to building construction, electrical, plumbing, heating, and ventilation.
- Able to obtain an emergency vehicle operations certification.
- Clean driving and criminal background record.
- Two years driving experience.
- NFPA 10 Certification within 6 months of hire.

Physical Requirements/Working Conditions

- Requires the physical ability to climb stairs and perform bending, kneeling, stretching and carrying supplies and/or equipment.
- Requires the ability to occasionally lift and carry items weighing 35-50 pounds.
- Requires the routine use of telephone and office machines.
- Requires manual dexterity for use of tools and equipment commonly used for vehicle and facility maintenance, computer, and keyboard.
- Requires ability to drive company vehicles.
- Requires corrected vision and hearing to normal range.
- Requires ability to pass post offer and random substance abuse test.