



Employment Announcement

Emergency Vehicle Technician III

Shop Foreman

The Cy-Fair Volunteer Fire Department is accepting applications for the position of Emergency Vehicle Technician III, Shop Foreman.

Emergency Vehicle Tech III:

This position is under the supervision of the Vehicle Maintenance Shop Manager. This position includes, but is not limited to: An individual who is the first level supervisor responsible for Emergency Vehicle Technician I and II personnel performance, scheduling, quality control or repairs and maintenance work, and the compiling and reviewing of initial documentation.

Essential Job Functions:

Duties may include, but are not limited to the following:

- Maintenance and repair emergency vehicles and equipment.
- Maintenance and repair heavy and light mechanical equipment, parts and components.
- Perform minor overhauls, vehicle component repairs and maintenance.
- Keep track of repair times, materials and records in the CFVFD maintenance and repair software.
- Stay current on new technology.
- Rebuild minor vehicle components.
- Repair electrical and air conditioning systems.
- Use hand tools, hoists, pressure gauges and drills, grinding wheels and technical manuals.
- Use diagnostic equipment and equipment manuals to correctly diagnose vehicles.
- Diagnose and repair electrical systems on vehicular equipment.
- Manage Employee evaluations
- Maintain and participate in a on call after hours program
- Manage daily function of the vehicle maintenance division
- Schedule and maintain NFPA annual pump test, aerial test and lift testing

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- Minor travel requirements as needed
- Such other related activities and tasks as may be requested.

Required Education, Degrees, Certifications, and/or License:

- Possession of a high school diploma or an appropriate equivalent.
- Three years of automotive maintenance and repair experience.
- Valid Class B or Commercial Driver's License (CDL) or the ability to obtain within 30 days
- Prefer up to 18 months of vocational education/training in automotive maintenance or repair (i.e. NIASE).
- ASE Certifications, Automotive Certifications, EVT Certifications and/or additional automotive maintenance and repair experience.
- Attain within one year of employment and maintain the EVT Level Fire apparatus Technician and EVT level one Ambulance Technician Certification.
- To maintain qualifications as an emergency vehicle technician, persons shall furnish documentation showing that they have completed 20 hours of initial or continuing education on an annual basis.
- Participation and show proficiency in as vehicle maintenance disciplines and training such as but not limited to
 - Pump manufacturer schools and update programs
 - Aerial device schools and update programs
 - Electrical system schools and update programs
 - Brake manufacturer schools and update programs
 - Engine manufacturer schools and update programs
 - Transmission manufacturer schools and update programs
 - Apparatus safety programs
 - Chassis manufacturer update programs

Desired Knowledge, Skill and Ability:

- Knowledge of the repair and maintenance of emergency response vehicles.
- Knowledge of electronic and computerized automotive diagnostic equipment used to maintain and repair vehicles and equipment.
- Knowledge of occupational safety and health policies and procedures related to vehicle maintenance and repair.
- Knowledge of maintaining automotive and equipment stock parts and inventory.
- Skill in safely repairing and testing vehicles and equipment.
- Skill in utilizing computer databases to maintain and update records, files, and inventory.
- Skill in following oral and written instructions.
- Excellent customer service skills including strong oral and written communications skills.
- Proficient in the use of power tools.
- Ability to establish and maintain cooperative work relationships with those contacted in the course of work.
- Shall be able to perform inspections, maintenance, repairs, diagnoses, performance testing, and first-level supervisor duties as required by NFPA 1911
- The organization of the fire department and the maintenance facility
- The role of the EVT in the organization
- The mission of the fire service

- The fire department's standard operating procedures (SOPs) and rules and regulations as they apply to the EVT
- The critical aspects of BFPA 1500, NFPA 1901, and NFPA 1911, as they apply to the EVT
- Federal motor carrier safety regulations
- Applicable federal, state and local regulations
- Interpretation and use of manufacturer's specifications
- Inspection checklists, maintenance schedules, maintenance checklists, and department SOPs
- Selection of tools
- Fastener types and their usage
- Maintenance equipment and its usage
- Workplace safety practices
- Selection and use of cleaning products and procedures
- Housekeeping
- Identification and handling of hazardous materials

General Skill Requirements per NFPA 1071

- The ability to use tools in a recognized and safe manner
- Operate emergency response vehicles in compliance with applicable federal, state, and local regulations
- Locate information in departmental documents and in standard reference materials

Job Performance Requirements

The individual shall meet the requirements of Emergency Vehicle Technician II and:

- Human Resource Management – This duty involves utilizing human resources to accomplish assignments in accordance with safety plans and in an efficient manner, as well as evaluating member performance and supervising personnel during work periods. (NFPA 6.2.1 – 6.2.3.4)
- Quality Control – This duty involves the inspection of completed vehicle maintenance and repairs both in-house and outsourced. (NFPA 6.3.1 – 6.3.1.2)
- Equipment and Parts Management – This duty involves the administration, creation, and tracking of purchase orders, determination of correct parts, the maintenance of required levels of parts and tools inventory, and the validation of the records. (NFPA 6.4.1 – 6.4.2)
- Documentation – This duty involves the documentation of estimates, warranties, work orders, repair requests, and test results. (NFPA 6.5.1 – 6.5.5)
- Apparatus Specifications – This duty involves development of apparatus specifications. (NFPA 6.6.1)

Compensation: \$33.00 / Hour: \$68,640.00 Annually

Benefits:

- Employee Coverage Health, Dental and Vision, 90% paid premiums; GAP plan 100% employer paid premium
- Family Coverage Health, Dental and Vision, 70% paid premiums
- Paid vacation and sick time
- 401k with employer match up to 6% employee contribution
- Department paid life insurance \$50,000
- Short term disability 100% employer paid premium

Schedule: 40 hours; various days, to possibly include evenings and weekends

To Apply: To apply for this position please visit our website at:

www.cyfairvfd.org

Click the link for membership / employment

ALL APPLICATIONS ARE ONLINE

It is the policy of the Cy-Fair Volunteer Fire Department to subject all applicants to the following:

- Substance Abuse testing from an independent laboratory
- Criminal Background Investigation

Deadline: All applications and resumes must be received by 4:00 p.m., Friday, September 8, 2017.

Note: A cover letter is required for consideration for this position and should be attached to the front page of your resume. The cover letter should address your specific interest in the position and outline skills and experience that directly relate to this position.

Applicants meeting the requirements stated above will be contacted to schedule an appointment to begin the interview process.

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