



Now Hiring Fleet Service Technician

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BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

HONOR | INTEGRITY | COURAGE



Job Description

Job Title:	Fleet Service Technician II
Type:	Full Time Non-Exempt
Location:	Various
Salary:	DOQ
Work Hours:	7:00a.m. – 5:00p.m. (Subject to change based on department’s needs)
Contact:	Human Resources Director
Date Posted:	TBD
Posting Expires:	TBD

Job Summary

The primary responsibility of the Fleet Service Technician II is to maintain and repair all Fire Department vehicles, ensuring a fleet is capable and ready to respond under emergency conditions. The Fleet Service Mechanic works under the direction of the Fleet Service Technician III and at times other members of the Fire Department Senior Command Staff. To ensure vehicle readiness, the Fleet Service Technician provides routine preventive maintenance, performs testing and inspections, and is available for emergency repairs as well as routine repair work. The Fleet Service Technician will document all work performed and keep comprehensive records for all apparatus and department vehicles. The Fleet Service Technician awarded this position is expected to be self-motivated and able to work proactively with minimal daily supervision and direction. This position is a full-time, non-exempt position. The Fleet Service Technician II must preserve confidentiality on any sensitive verbal, written, and network information and exhibit a professional, positive, and courteous relationship with staff and the general public.

Reports to:	The Fleet Service Technician III
Works with:	Bexar County ESD No. 2 Operational Staff
Supervises:	Self

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Job Description

Essential Functions

- Inspect vehicles and mechanical systems for defects to ensure they meet all performance specifications and safety standards
- Develop, maintain, and perform a complete periodic preventative maintenance and inspections, of all fire department vehicles in accordance with manufacturer's requirements and nationally recognized best practices
- Monitor and change all fluids as recommended by the manufacturer
- Repairs and Rotates tires
- Coordinate with outside vendors and keep records of all repair and maintenance services
- Coordinates with outside vendors and oversees annual test of engine, pumps, and aerial certifications and keeps records of such repairs
- Coordinates with outside vendors for any needed warranty repairs and keeps records of all warranty work performed
- Maintains proficiency to repair, overhaul, and adjust gasoline engines, diesel engines, engine driven equipment, power take off systems, and all other vehicle systems
- Operates a variety of diagnostic instruments and a variety of hand, electric, and pneumatic driven tools
- Inspects, adjust, and replaces necessary units and related parts in the performance of repair and maintenance work as possible within the skill set and scope of work
- Organize, run, and track pump testing and maintenance to ensure effective operations
- Assist and or coordinate firefighting personnel with hose testing using hose testing equipment and keep records of all hose testing results
- Performs and or coordinates routine maintenance on fire department building compressors and generators
- Provides guidance and instruction to fire department personnel on the proper operation of vehicles and equipment to reduce breakdowns and premature mechanical failures
- Assists in the preparation of bid specifications for vehicles and mechanical equipment
- Aid in inspection for final acceptance of newly purchased apparatus, equipment, or services
- Provide input and research to support the fleet replacement schedule
- Purchase replacement parts for apparatus within a given budget as set by the BCESD2 Board and administered by the Fire Chief of the Fire Department
- Keeps a record of repairs and maintenance performed
- Keeps records of all inventory to include supplies, parts, diagnostic equipment, and tools provided by the Fire Department
- Manage storage and proper disposal of hazardous materials common to use with/in fire apparatus and equipment

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Job Description

Minimum Qualifications/ Requirements

- Successfully pass a medical examination including drug and alcohol screening and criminal background check
- Upon employment and while employed, hold and continuously maintain a valid Texas Class C Driver license
- Be insurable under the fire department's existing vehicle umbrella liability insurance carrier
- Minimum five (5) years' experience working proficiently as a diesel and gasoline mechanic
- Previous experience working as a Fire and EMS apparatus mechanic
- Experience using computer based diagnostic programs
- High School Diploma or equivalent
- Associates Degree from an accredited institution or years of experience or specialized training/certifications may be substituted for a degree

Preferred Qualifications, Licensing, and Other Requirements

- Minimum eight (8) years' experience working proficiently as a diesel and gasoline mechanic
- Previous experience working as a Fire Department Mechanic
- Previous experience working on Pierce, Horton, Ford, Dodge, and Chevy Fire and EMS Apparatus
- Proficiency in Microsoft Office Suite (Outlook, Excel, word, PowerPoint, etc.)
- Preferred ASE/EVT certifications as follows, or the ability to obtain these certifications within one (1) year of hire:
 - Heavy Duty Fire Apparatus
 - Light Duty Fire Apparatus
 - Level 2 EVT "Emergency Vehicle Technician"
 - Experience working on all types of diesel and gasoline engines
 - Experience working on all types of truck and automotive automatic transmissions
 - Experience working on gas, diesel, and hybrid vehicles and their associated software

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Job Description

Knowledge, Skills, and Abilities

The requirements listed below are representative of the knowledge, skills, and/or abilities required. The individual in this position must have the skills, ability, and willingness to:

- Have knowledge of:
 - Automotive mechanics, gas and diesel engines, transmissions, hydraulics, fire pumps, valves, generators, and welding
 - Safety hazards and precautions common to maintenance and repair activities
 - Practices, methods, materials, and tools used in modern equipment maintenance
 - Air and Hydraulic Brakes
 - Assessing Electrical Systems
 - Operating and using diagnostic equipment

- Be skilled in:
 - Use of Various tools and equipment necessary to complete the assigned maintenance tasks.
 - Welding and light fabrication

- Have the ability to:
 - Develop and maintain a preventative maintenance program for all fire department vehicles and equipment
 - Carry out assigned projects to their completion
 - Maintain effective accounting and records maintenance procedures
 - Communicate effectively verbally and in writing
 - Establish and maintain effective working relationships with employees, supervisors, vendors, and the public
 - Must have the ability to adapt to technology (software and hardware)
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Physical Demands/Work Environment

The physical demands described here are a 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 limited disabilities; however, accommodations may not be available for the essential functions listed above, due to bona fide occupational requirements.

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Job Description

Physical Demands/Work Environment Continued

The physical demands described here are a 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 limited disabilities; however, accommodations may not be available for the essential functions listed above, due to bona fide occupational requirements.

While performing the duties of this job, the employee is regularly required to sit, use manual dexterity with hands to handle or feel objects, tools, or controls, reach with hands and arms, as well as speak and hear. The employee is frequently required to stand, walk, stoop, and kneel. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

The following visual acuity with specific vision abilities required by this job include eye coordination, close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The working environment characteristics described here are representative of those employee encounters while performing the principal accountabilities of this job. The employee in this position will work both indoors in a shop environment and outdoors to include performing repairs at emergency incidents and will be subjected to adverse weather conditions to include but not limited to; heat, cold, rain, hail, ice, snow etc. The employee in this position may be required to work a flexible schedule and/or extended hours such as nights, weekends, and holidays.

This employee will have moderate exposure to anti-freeze, oils, diesel fuel, gasoline, and other general shop petroleum and cleaning products and exposure to fumes (exhaust, smoke chemicals etc.) and noise.

The Fleet Technician will follow all common and approved safety practices and ensure that these practices are followed at all times while working at the shop (Apparatus Bays) or in the field. This will include the use of proper approved protective equipment for the eyes, ears, fingers, and other bodily parts. The Fleet Technician will ensure that all shop equipment is used properly taking full advantage of all provided safety mechanisms.

Other Requirements

Must pass the Bexar County Emergency Services District No. 2 suitability examination, drug and alcohol testing, and background investigation if required, and possess no felony convictions, no misdemeanor convictions involving moral turpitude or pattern of misdemeanor convictions; no pending misdemeanor or felony charges; not a habitual drunkard or gambler; no use of illegal drugs in the past ten years; never sold illegal drugs.

**BEXAR COUNTY EMERGENCY
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Job Description

Submit application to hr@bc2fd.org HR Office: 210-331-7189 Website: <https://bc2fd.org/>

EQUAL OPPORTUNITY EMPLOYER

Employee Signature:		Date:	
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