



# Now Hiring Fleet Service Technician

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# BEXAR COUNTY EMERGENCY SERVICES DISTRICT No. 2

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## Job Description

**Job Title:** Fleet Service Technician III  
**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 III is characterized by the responsibility to manage the Fire Department's fleet of vehicles. Under general direction, plans, organizes, manages, and directs the operation of the Fire Department’s vehicle fleet services, which includes the fire apparatus, vehicle and equipment maintenance, and repair shop. Performs other related duties as required. This position exercises supervisory responsibility over the Fire Fleet Technician and Fire Support Specialist positions, and/or any other positions as assigned in conjunction with the maintenance of fleet vehicles.

**Reports to:** The Fire Chief

**Works with:** Bexar County ESD No. 2 Operational Staff

**Supervises:** Fire Service Technicians I and II

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## Job Description

### Essential Functions

- Prioritizes, schedules, and performs timely maintenance and repairs on fleet of vehicles, equipment and apparatus to ensure a state of readiness for emergency response.
- Locates and purchases parts, supplies, and equipment necessary to perform repairs and modifications.
- Contracts with outside vendors to perform warranty/repairs that are outside the scope or available time of the fire department fleet.
- Identifies and maintains an inventory of parts, supplies, tools, and equipment necessary to perform repairs.
- Responds to large emergency events to oversee apparatus operations, including evaluation and repair apparatus, and equipment as needed.
- Assists in the preparation of the budget; maintains budgetary control over supplies and equipment.
- Develops apparatus maintenance and repair programs
- Supervises and oversees personnel in the inspection and maintenance of fire apparatus and equipment
- Coordinates maintenance and repairs of fire tools and equipment
- Ensures all maintenance records are completed and filed
- Develops and applies fleet management programs, writes apparatus and equipment specifications
- Assists in purchasing of fire apparatus and equipment.
- Ensures that assigned personnel perform duties and responsibilities in a safe and prudent manner which does not expose them or others to unnecessary harm or risk of on-the-job injury.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Inspects vehicles and mechanical systems for defects to ensure they meet all performance specifications and safety standards
- Develops, maintains, and performs a complete periodic preventative maintenance and inspections, of all fire department vehicles in accordance with manufacturer's requirements and nationally recognized best practices
- Monitors and changes all fluids as recommended by the manufacturer
- 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
- Aids in inspection for final acceptance of newly purchased apparatus, equipment, or services
- Provides input and research to support the fleet replacement schedule
- 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
- Manages storage and proper disposal of hazardous materials commonly used 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
- Level 2 EVT "Emergency Vehicle Technician"
- 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
- ASE certifications as follows, or the ability to obtain these certifications within one (1) year of hire:
  - Heavy Duty Fire Apparatus
  - Light Duty Fire Apparatus
  - EMS Ambulances
  - 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

### Preferred Qualifications, Licensing, and Other Requirements

- Minimum Ten (10) years' experience working proficiently as a diesel and gasoline mechanic
- Previous experience working as a Fire Department Mechanic
- Previous experience working on Pierce, Horton, Frazier, Ford, Dodge, and Chevy Fire and EMS Apparatus
- Proficiency in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, etc.)

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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:

- Emergency fire and medical response vehicle, apparatus and equipment laws, statutes, rules, regulations, practices, and procedures.
- Vehicle and equipment maintenance, diagnosis, repair, design and fabrication methods and practices.
- Federal, State, and fire service rules and regulations.
- Fire suppression methods, practices, and procedures for a variety of fire, hazardous material responses, emergency medical services and rescue operations.
- Specialized electrical, hydraulic, and HVAC systems.
- Computers and related equipment, hardware, and software for preparing reports, maintaining inventory, and tracking repair records.

Have the ability to:

- Communicate effectively, both orally, and in written communications.
- Provide program direction to staff engaged in equipment repair and maintenance.
- Plan, organize, administer, and evaluate the work of staff.
- Manage fleet budget.
- Resolve moderately complex problems encountered in performance of work assignments.
- Research and prepare materials, apparatus, and equipment specifications for bid and construction process.
- Design and fabricate equipment modifications to meet changing needs of the fire department.
- Perform annual inspection testing of pumpers, valves, gauges, controls, and equipment to meet established guidelines and standards of the National Fire Protection Association.
- Locating and obtaining repair equipment, tools, and supplies.
- Establishing and maintaining effective working relationships with internal customers and outside agencies.
- Perform annual inspections of vehicles to meet the Department of Transportation, National Highway Traffic Safety and Administration, Department of State Health Services, and the National Fire Protection Association guidelines.
- List hazardous supplies and properly labels and stores supplies.

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## Job Description

### Physical Demands/Work Environment

The physical demands described here are 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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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.

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## Job Description

### 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.

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

### EQUAL OPPORTUNITY EMPLOYER

Employee Signature:		Date:	
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