



HIRING ANNOUNCEMENT FULL-TIME LEAD MECHANIC

ACCEPTING APPLICATIONS AND RESUMES

OPENING DATE: July 10, 2024

CLOSING DATE: July 25, 2024

Testing Dates: TBD



JOB SUMMARY: Under the general supervision of the Assistant Fire Chief of Logistics. Responsible for keeping all Fire Department vehicles and equipment operational and all record keeping associated with department vehicles. Employees must provide their own hand tools in locked cabinet.

PAY RANGE: \$55,839 - \$78,638

SCHEDULE: 40-hour work week

SUMMARY OF BENEFITS:

- ✓ ASRS Retirement System
- ✓ Health, Dental & Vision (Employee covered at 100%)
- ✓ Sick & Vacation: accrued bi-weekly
- ✓ Nationwide Post Employment Health Plan (PEHP)
- ✓ \$25,000 Life/AD&D

MINIMUM QUALIFICATIONS:

- Valid Arizona driver's license and good driving record
- High school diploma or GED equivalent, plus any combination of training, education, and experience which demonstrates ability to perform duties of the position.
- ASE Fire Apparatus certification, Level I & II (T2-T6)
- ASE Ambulance certification, Level I & II (A4, A5, A9)

SELECTION PROCESS:

- Application, Resume, and Work References
- Oral Board Interview
- Fire Chief's Interview

APPLICATION PROCESS:

Fillable application available at www.bullheadfire.org/employment. Interested applicants shall submit a completed application and resume to:

Bullhead City Fire Department
Attn: Human Resources
2751 Laughlin Ranch Blvd.
Bullhead City, AZ 86429

Questions may be directed by either phone 928-758-3971, ext. 402 or email to Adrienne Kinsey at akinsey@bullheadfire.org.

All application packets will be reviewed based upon the qualifications and criteria outlined in this information packet. Those candidates that the department determines to be the best qualified will be invited to participate in an assessment process date to be determined. Participation in the assessment process will be at the candidate's expense.

The successful candidate shall be subject to a complete background investigation, along with drug screening, fingerprinting, criminal and motor vehicle background check.



**BULLHEAD CITY FIRE DEPARTMENT
JOB DESCRIPTION**

POSITION: Lead Mechanic
DEPARTMENT: Support Services
REPORTS TO: Assistant Fire Chief of Logistics

STATUS: Civilian/Non-Exempt
SCHEDULE: 40 Hour Work Week
PAY RANGE: \$55,839 – \$78,638

Job Summary:

Under the general supervision of the Assistant Fire Chief of Logistics. Responsible for keeping all Fire Department vehicles and equipment operational and all record keeping associated with department vehicles. Employees must provide their own hand tools in locked cabinet.

Expectations of Management of Each Employee While On or Off Duty:

- TO BE LOYAL TO THE ORGANIZATION**
- TO BE SUBORDINATE TO THE CHAIN OF COMMAND**
- TO BE AVAILABLE TO WORK WHEN SCHEDULED AND AS MAY BE REQUIRED**
- TO BE COMPETENT IN THE POSITION BEING COMPENSATED FOR**
- TO BE AS PRODUCTIVE AS POSSIBLE**
- TO BE ADAPTIVE AS CIRCUMSTANCES REQUIRE**
- TO BE RESPONSIBLE AND ACCEPT ACCOUNTABILITY FOR PERSONAL ACTIONS**
- TO BE RESPECTFUL AT ALL TIMES**

Essential Job Functions:

- Plan, carry out and evaluate preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Operate a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Inspect, adjust and replace necessary units and related parts in the performance of repair and maintenance work.
- Repair brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cut and weld metal, fabricate as needed and coordinate auto body repair, touch up and related work.
- Inspect, change, and repair tires and oversee tire vendor supplied service.
- Conduct various analysis and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.
- Develop shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Purchase equipment, parts, and supplies used for vehicles and mechanical system maintenance.
- Provide emergency field assistance to disabled equipment as needed and appropriate.
- Prepare bid specifications for vehicles and mechanical equipment.
- Preparation and administer mechanic budget in conformance with adopted policies and procedures.
- Maintain records, prepare reports and other specialized maintenance records of equipment and mechanical equipment.
- Train department members in proper methods of daily maintenance and operations of fire apparatus and equipment.
- Must become a member of the Arizona Fire Service Mechanics Association.
- Perform other similar duties as assigned.

Qualifications:

- Valid Arizona driver's license and good driving record.
- High School diploma or GED equivalent, plus six years related experience or combination of training, education, and experience which demonstrates ability to perform duties of the position.
- Thorough knowledge of automotive mechanics; considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, electrical systems, as well as being skilled in operation of listed tools and equipment.
- Must supply own basic tools prior to employment.
- Ability to establish and maintain effective preventive maintenance programs, policies and procedures.
- Ability to maintain effective accounting and budgeting procedures.
- Classes for ASE and EVT must be taken when offered, and a 75% pass rate must be maintained.
 - ASE Fire Apparatus
 - Level II (T2-T6)
 - ASE Ambulance
 - (A4, A5, A9)
 - EVT within 12 months of hire date
 - (F1, F2, E0, E1)

Physical, Mental and Environmental Demands:

- Physically mobile with reasonable accommodation.
- Lift and carry upwards of 50 pounds and occasionally lift weights up to 100 pounds.
- While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- Noise level in the work environment is moderately noisy.
- Able to bend, reach, kneel, twist and grip items while working at assigned work area.
- Manual dexterity and coordination to operate office equipment.
- Respond to visual and aural cues.
- Read, write, speak and understand English.
- Operate in mentally and physically stressful situations. Ability to remain calm and cooperative in difficult or emergency situations.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

The Bullhead City Fire Department maintains a drug, alcohol, and tobacco-free environment.