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| **JOB TITLE:** | **Fleet & Facilities Helper** | **FLSA:** |  |
| **DIRECT REPORT:** | **Fleet & Facilities Coordinator** | **DATE:** | **2023** |

**GENERAL DEFINITION OF WORK:**

Under administrative direction of the Fleet and Facilities Coordinator; perform necessary functions and programs of the department where it pertains to tasks assigned through fleet and facilities, as well as consumable supplies.

**ESSENTIAL JOB FUNCTIONS:**

* With direction from the Operations Deputy Chief, through the Fleet and Facilities Coordinator; support and coordinate fleet and facilities services when needed; ensure tasks are carried out in accordance with specified objective.
* Manage and perform assigned tasks in the area of daily mechanical repair and services for District’s fleet
* Manage and perform needed testing and inspection of apparatuses and equipment, including but not limited to preventative maintenance, ladder and pump testing.
* Work with the Fleet and Facilities Coordinator to complete repairs to both fleet and facilities as needed.
* Manage the District’s consumable supplies and distribute them to the District’s various stations.
* Prepare and maintain detailed reports and records on departmental activities for management review
* All other duties assigned by the Chief or his/her designe

**KNOWLEDGE, SKILLS, AND ABILITIES:**

* Thorough knowledge of general fleet and facilities maintenance
* Thorough knowledge of fire suppression equipment, rescue and emergency medical service equipment, practices, apparatuses, techniques, and methods of repair
* Thorough knowledge of local, state and federal laws governing fire/rescue services
* Knowledge of OSHA, ANSI, ISO, NFPA, and general industry standards
* Knowledge of radio and telephone communication systems and methods of operation
* Ability to prepare technical and administrative recommendations and reports
* Ability to handle confidential and sensitive material in a highly professional manner
* Ability to speak effectively before officials and citizen groups
* Ability to communicate effectively, both orally and in writing.
* Physical ability to perform essential job duties

**REQUIRED EDUCATION AND EXPERIENCE:**

* High School diploma or equivalent

**DESIRABLE EXPERIENCE:**

* Commercial Driver’s License (CDL) or Fire Apparatus Operators training in accordance with NFPA standards

**SPECIAL REQUIREMENTS:**

* Candidate must be available to flex schedule, as needed, to accommodate District fleet services emergency response needs

**This is a non-exempt, non-hazardous position.**