

JOB DESCRIPTION

FOR DER USE ONLY

Vacancy No.

City Service Commission:	Finance Committee:
Fire & Police Commission:	Common Council:

Instructions: Complete all sections. Refer to the *Guidelines for Preparing Job Descriptions* for instructions on completing specific items.

1. Date Prepared/ Revised: 1/7/2020		2. Present Incumbent: Richard Gadzalinski		Is incumbent underfilling position?	
3. Date Filled: 9/19/10		4. Previous Incumbent: Michael Reid		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, indicate Underfill Title in box 10.	
5. Department: Fire Department			Bureau: Support Division: Construction & Maint.		Unit: Section:
6. Work Location: 118 W. Virginia St.			Telephone: 286-5630 Email:		Work Schedule: Hours: 7:30 am – 4 pm / Days: M - F
7. Represented by a Union? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		8. Bargaining Unit: Management, General City If in District Council 48, which local?			9. FLSA Status (check one): <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt
10.	Official Title: Fire Fleet and Equipment Manager			Pay Range	Job Code
	Underfill Title (if applicable):			1EX	4766
	Requested Title (if applicable):				103
Recommended Title (DER Use Only):				Approved by: Date:	

11. BASIC FUNCTION OF POSITION:

Primary duty is to manage all shop maintenance activities and employees in regard to vehicles (fire apparatus, paramedic response vehicles, staff vehicles, fire boat, and additional specialty vehicles), equipment (auxiliary generators, fire-specific equipment, and paramedic/EMS equipment) and parts/supplies.

12. DESCRIPTION OF JOB (Check if description applies to **Official Title** or **Underfill Title**):

A. ESSENTIAL FUNCTIONS/Duties and Responsibilities: (Refer to the "Guidelines for Preparing Job Descriptions" for instructions on determining Essential Functions.)

% of Time	ESSENTIAL FUNCTION
45	<ul style="list-style-type: none"> Manages the maintenance and repair of the department fleet, including all apparatus and equipment. Receives daily requisitions, and assigns and monitors work in accordance with the priorities of the department, scheduling to ensure vehicle and equipment repairs are completed in a timely manner. Manages and approves outside vendor repairs and costs. Manages all warranty repairs and billing from outside vendors. Monitors safety recalls. Oversees spare vehicle and equipment availability. Serves as Co-chair of the Apparatus Specifications Committee, researching innovations and preparing vehicle and equipment specifications, replacing apparatus according to pre-determined purchasing patterns. Maintains specification files and assists in evaluating and making bid recommendations. Inspects and determines modifications of new vehicles and equipment throughout the procurement, build, and delivery process. Maintains active role in the procurement and installation of fire equipment. Manages the stock room and distribution of emergency medical services (EMS) supplies. Maintains and upgrades computerized vehicle and equipment records management system. Assigns and maintains fleet records.
20	<ul style="list-style-type: none"> Forecasts needs, and operates within a yearly \$1,250,000 budget for vehicle and equipment repair, and a \$3,100,000 budget for vehicle and equipment purchases. Approves invoices for payment of all fleet purchases and repairs. Confirms and approves all repairs performed by outside vendors and repair facilities. Responsible for mitigating vendor disputes. Analyzes and determines economical vehicle and equipment disposal that is most advantageous for the City.
10	<ul style="list-style-type: none"> Coordinates and conducts annual evaluation of the department fleet. Coordinates and manages the preventive maintenance program for the department fleet. Works with all committees to set up department vehicles for safety and economy.

The above statements are intended to summarize the nature and level of work and typical responsibilities and duties being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities, duties, and tasks required of the position.

% of Time	ESSENTIAL FUNCTION
10	<ul style="list-style-type: none"> Coordinates maintenance and repair of all fire-specific auxiliary equipment, which includes the following: jaws of life, house generators, portable generators, roof and chain saws, positive pressure ventilation (PPV) fans, pressure washers, heaters, fog machines, outboard motors, medical cots and other EMS equipment, breathing equipment, lawn maintenance and snow removal equipment, shop tools and equipment, fire boats, Survive Alive trailers, foam trailers, all-terrain vehicles (ATVs), utility terrain vehicles (UTVs), and fire hoses and nozzles.
10	<ul style="list-style-type: none"> Manages personnel assigned to fleet repair, and stock and supply room. Participates in interviews, hiring, discipline, and terminations, recommending best courses of action. Coordinates employee in-house and outside training, including assisting personnel in obtaining Emergency Vehicle Technician (EVT) and Automotive Service Excellence (ASE) certifications. Schedules all vacation days, watch duty, off days, and emergency call backs. Assists in creation and revision of department policies. Maintains a safe work environment.
	<ul style="list-style-type: none">

B. PERIPHERAL DUTIES:

% of Time	PERIPHERAL DUTY
5	<ul style="list-style-type: none"> Manages and coordinates all activities for maintenance and repair of department facilities in the absence of the Fire Equipment Repairs Manager.
	<ul style="list-style-type: none">

C. NAME AND TITLE OF IMMEDIATE SUPERVISOR:

John Litchford, Deputy Chief, Construction and Maintenance Division

D. SUPERVISION RECEIVED: (Describe the extent to which work assignments and methods are outlined, reviewed, and approved by this position's supervisor.)

Exercises considerable independence in the performance of duties and receives general guidance from the Deputy Chief, Construction and Maintenance Division.

E. SUPERVISION EXERCISED:

Total number of employees for whom responsible, either directly or indirectly = 25.

Direct Supervision: List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following:

a. Assign duties		e. Sign or approve work
b. Outline methods		f. Make hiring recommendations
c. Direct work in progress		g. Prepare performance appraisals
d. Check or inspect completed work		h. Take disciplinary action or effectively recommend such
Number Supervised	Job Title	Extent of Supervision Exercised (Select those that apply from list above, a - h)
9	Fire Mechanic	a - h
1	Fire Equipment Welder	a - h
4	Fire Maintenance Technician	a - h
1	Office Coordinator	a - h

F. MINIMUM QUALIFICATIONS REQUIRED: (Indicate the MINIMUM qualifications required to enter the job.)

i. **Education and Experience:**

Bachelor's Degree in Public or Business Administration or closely related field is desired, with a minimum of four years' experience at a supervisory level, preferably of a technically oriented staff. Requires a minimum of four years' service in a recognized vehicle repair establishment as an automotive mechanic *and* heavy diesel vehicle repairer. Experience in fire emergency response vehicles is preferred. An equivalent combination of education, supervisory, and other relevant experience may be considered.

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ii. Knowledge, Skills and Abilities:

Knowledge of the operation, repair, maintenance, service, and potential problems of apparatus, vehicles, and firefighting equipment is required. Must possess familiarity with all operating parts, function, and care of all motor vehicle apparatus. Requires ability to inspect and diagnose mechanical failure and defects, and ability to operate and drive all types of vehicles. Practical background of basic physical science, mathematics, hydraulics, administrative functions, purchasing procedures, and timekeeping is necessary.

Must possess ability to plan, organize, and schedule personnel, communicate clearly and effectively, both orally and in writing, and interact tactfully with others. Requires the ability to work effectively with a diverse group of coworkers within a quasi-military organization; and develop good working relationships with department members, including the command staff, vehicle and equipment manufacturers, and repair shop and parts vendors. Must possess ability to work under extreme pressure, stress, and rigid time frames, as well as excellent organizational and prioritization skills to resolve apparatus and equipment crises in emergent situations. Must possess proficient Microsoft Office computer skills, and have the capability to become proficient in other associated job-related software.

iii. Certifications, Licenses, Registrations:

Must possess a valid Wisconsin driver's license. Automotive Service Excellence (ASE), Emergency Vehicle Technician (EVT), or equivalent certifications are very desirable.

iv. Other Requirements:

13. PHYSICAL AND ENVIRONMENTAL DEMANDS: TOOLS AND EQUIPMENT USED

The Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 requires job descriptions to provide detailed information regarding the physical demands required to perform the essential functions of a job; the conditions under which the job is performed; and the tools and equipment the employee will be required to use on the job. Reasonable accommodations may be made to enable qualified individuals to perform the essential duties and responsibilities of the job for each of the categories listed below.

G. PHYSICAL ACTIVITY OF THE POSITION: (List the physical activities that are representative of those that must be met to successfully perform the essential functions of the job).

CHECK ALL THAT APPLY:

<input type="checkbox"/>	Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like; using feet and legs and/or hands and arms. Body agility is emphasized. Check only if the amount and kind of climbing required exceeds that required for ordinary locomotion.
<input type="checkbox"/>	Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. Check only if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
<input checked="" type="checkbox"/>	Stooping: Bending body downward and forward by bending spine at the waist. Check only if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.
<input type="checkbox"/>	Kneeling: Bending legs at knee to come to a rest on knee or knees.
<input checked="" type="checkbox"/>	Crouching: Bending the body downward and forward by bending leg and spine.
<input type="checkbox"/>	Crawling: Moving about on hands and knees or hands and feet.
<input checked="" type="checkbox"/>	Reaching: Extending Hand(s) and arm(s) in any direction.
<input checked="" type="checkbox"/>	Standing: Particularly for sustained periods of time.
<input checked="" type="checkbox"/>	Walking: Moving about on foot to accomplish tasks, particularly for long distances.
<input type="checkbox"/>	Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forward, downward or outward.
<input type="checkbox"/>	Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
<input type="checkbox"/>	Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Check only if it occurs to a considerable degree and requires substantial use of the upper extremities and back muscles.

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<input checked="" type="checkbox"/>	Fingering: Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm, as in handling.
<input checked="" type="checkbox"/>	Grasping: Applying pressure to an object with fingers and palm.
<input checked="" type="checkbox"/>	Feeling: Perceiving attributes of objects such as size, shape, temperature or texture by touching with the skin, particularly that of the fingertips.
<input checked="" type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
<input checked="" type="checkbox"/>	Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
<input checked="" type="checkbox"/>	Repetitive Motions: Substantial movements (motions) of the wrist, hands, and/or fingers.
<input checked="" type="checkbox"/>	Driving: Minimum standards required by State Law (including license).

H. PHYSICAL REQUIREMENTS OF THE POSITION: (List the physical requirements that are essential functions of the job.)

CHECK ONE:

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input checked="" type="checkbox"/>	Light Work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

I. VISUAL ACUITY REQUIREMENTS: (List the visual acuity requirements that are essential functions of the job.)

CHECK ONE:

<input checked="" type="checkbox"/>	Operators (Electronic Equipment), Inspection, Close Assembly, Clerical, Administrative: This is a minimum standard for use with those whose job requires work done at close visual range (i.e. preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small parts, operation of machines, using measurement devices, assembly or fabrication of parts).
<input type="checkbox"/>	Machine Operators, Mechanics, Skilled Tradespeople: This is a minimum standard for use with those whose work deals with machines where the seeing job is at or within arm's reach. This also includes mechanics and skilled tradespeople and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (If the machine operator also inspects, check the "Operators" box.)
<input type="checkbox"/>	Mobile Equipment Operators: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment.
<input type="checkbox"/>	Other: This is a minimum standard based on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

J. THE CONDITIONS THE WORKER WILL BE SUBJECT TO IN THIS POSITION:

List the environmental/working conditions to which the employee may be exposed while performing the essential functions of the job. Include scheduling considerations such as on-call for emergencies, rotating shift, etc. **Approximate Percentage of time performing field work: 20%**

CHECK ALL THAT APPLY:

<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work).
<input checked="" type="checkbox"/>	The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes (i.e. warehouses, covered loading docks, garages, etc.)
<input type="checkbox"/>	The worker is subject to outside environmental conditions: No effective protection from weather.
<input type="checkbox"/>	The worker is subject to extreme cold: Temperatures below 32 degrees for period of more than one hour.
<input type="checkbox"/>	The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
<input checked="" type="checkbox"/>	The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the surrounding noise level.
<input type="checkbox"/>	The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.

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<input checked="" type="checkbox"/>	The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places or exposure to chemicals.
<input checked="" type="checkbox"/>	The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
<input checked="" type="checkbox"/>	The worker is subject to oil: There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	The worker is required to wear a respirator.

K. MACHINE, TOOLS, EQUIPMENT, ELECTRONIC DEVICES, SOFTWARE, ETC. USED BY POSITION:

List equipment needed to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.)

CHECK ALL THAT APPLY:

<input checked="" type="checkbox"/> Camera and photographic equipment	<input checked="" type="checkbox"/> Office Equipment (desk, chair, telephone, etc.)
<input type="checkbox"/> Cleaning supplies	<input checked="" type="checkbox"/> Office supplies (pens, staplers, pencils, etc.)
<input type="checkbox"/> Commercial vehicle	<input type="checkbox"/> Packing materials (boxes, shrink wrap, etc.)
<input type="checkbox"/> Data processing equipment	<input checked="" type="checkbox"/> PC equipment (monitor, keyboard, printer, etc.)
<input type="checkbox"/> Handcart	<input checked="" type="checkbox"/> PC software
<input type="checkbox"/> Hand tools <i>(please list):</i>	
<input checked="" type="checkbox"/> Office Machines <i>(check all that apply):</i> <input checked="" type="checkbox"/> Copier <input checked="" type="checkbox"/> Facsimile <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Cash register	
<input type="checkbox"/> Other <i>(please list):</i>	

L. SUPPLEMENTARY INFORMATION: (Indicate any other information which further explains the importance, difficulty, or uniqueness of the position, such as its scope of responsibility related to finances, equipment, people, information, etc. Also indicate success factors such a personal characteristics that contribute to an individual's ability to perform well in the job, and any other special considerations.)

Subject to recall at all times.

Responsible for handling trouble calls between midnight and 7:30 am on weekdays, 4:00 pm to 8:00 am on weekends, and midnight to midnight on holidays.

M. I believe that the statements made above in describing this job are complete and accurate.

Signature of Department Head or Designated Representative

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