

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4260 **TITLE:** FIRE APPARATUS SUPERVISOR **GRADE:** F-21

DEFINITION:

Under limited supervision, oversees, directs and manages employees on an assigned shift who are maintaining and repairing Fire and Rescue Department equipment/vehicles at two County garages or off-site maintenance facilities (West Ox and Newington); plans and organizes maintenance and repair operations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Fire Apparatus Supervisor is distinguished from the Assistant Fire Apparatus Supervisor in that the Fire Apparatus Supervisor oversees and manages all phases of work at two sites; whereas the Assistant Fire Apparatus Supervisor only supervises the day-to-day activities during one shift at one site.

ILLUSTRATIVE DUTIES:

Oversees, directs, and manages all equipment maintenance and support operations on an assigned shift or at two off-site locations;

Directs the general administration of a major section involved in the operation and/or maintenance of buildings, grounds, equipment, or sanitary sewer systems;

Plans and coordinates work for a large number of subordinates in various units of the section;

Oversees the parts department at both Newington and West Ox Facilities;

Prepares equipment specifications for equipment replacement and new equipment for both facilities, which includes budget, re-order projection, inventory management and auditing;

Prepares budget operating expenses, and capital equipment projections for facility upkeep and expansion for both the West Ox and Newington facilities;

Coordinates and oversees a variety of garage activities, such as maintenance and repairs of aerial, fire pump, boats, vehicle, road service, and preventive maintenance, etc.,

Directs, administers and coordinates the repair and maintenance of heavy and special purpose equipment at an off-site facility;

Maintains the maintenance on breathing air compressors, and testing to meet NFPA regulations;

Coordinates repairs and priorities with the facility's Superintendent, Assistant Superintendents on other shifts, commercial repair firms and customers as required;

Supervises and participates in the inspection of motor vehicles and monitors compliance with maintenance practices;

Responds to major emergency incidents in order to ensure FRD apparatus remain mechanically operational;

Provides assistance in preparation of FEMA/USAID teams for activation, and may be deployed as part of the team;

Reviews repair orders and commercial job tickets for accuracy and completeness;

Ensures adherence to all County purchasing procedures and requirements;

Ensures that fleet statistical data is maintained for reference;

Prepares shop equipment specifications for new and replacement equipment;

Prepares written justification for long-range budget requirements for staffing, operating expenses, and capital equipment;

Prepares periodic activity reports;
Conducts audit compliance inspections;
Establishes and reviews work schedules to ensure best utilization of personnel;
Reviews and evaluates employee performance and makes recommendations concerning personnel actions, counseling and training;
Assists in planning and conducting training programs;
Establishes and maintains records or supervises such activities;
Manages and oversees the random drug testing for all CDL holders in the Fire and Rescue Department for random drug testing;
May test drive vehicles to ensure proper maintenance;
Coordinates the receipt of new equipment between vendors and customers;
Assists Safety Coordinator in accident investigations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the methods, equipment and supplies used in motor equipment repair and maintenance and garage management;
Thorough knowledge of requirements for deployment of equipment to remote locations and the type of equipment cache that will be needed for specific types of emergency incidents
Ability to plan, schedule and supervise the work of others;
Ability to perform audits of site records, work procedures, facilities and equipment and take corrective action as required;
Ability to keep records and prepare reports;
Ability to work with various business firms in the procurement of equipment;
Ability to maintain good working relationships with County staff.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Six years of experience in vehicle maintenance, at least two of which must have been at the supervisory level;
Related automotive technical education or trade training above the high school level may be substituted for experience on an hour for hour basis;
Possession of a set of personal hand tools commonly used in the automotive section to which assigned is required upon appointment.

CERTIFICATES AND LICENSES REQUIRED:

Must hold a Commercial Driver's License in the state of residence or be able to obtain same within six months of appointment to the position.

NECESSARY SPECIAL REQUIREMENTS:

None.