

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005007
Grade 22**

EQUIPMENT MAINTENANCE CREW CHIEF

DEFINITION OF CLASS:

This is first line supervisory and highly skilled work directly supervising a team of journey-level Mechanic Technicians as well as performing Mechanic Technician work, i.e., inspection, preventive maintenance, repair, or quality assurance tasks performed on a wide variety of light, medium, and heavy duty vehicles and mobile equipment, commercial transit equipment, and/or fire/rescue apparatus as well as portable firefighting and rescue equipment. Contacts include employees of the team to which an employee is assigned, to provide supervision, provide technical, subject matter advice, and to provide classroom instruction; equivalent and higher level supervisory employees, to coordinate work efforts among teams; uniformed career and volunteer fire/rescue service staff from various stations, to exchange information concerning the scheduling of maintenance and repairs, to provide training, and to provide subject-matter advice; department/agency and dealer/repair facility representatives, and contractors/vendors to oversee results of work performed, and resolve problems involving work not completed in accordance with service contracts. This class of work may entail some public service/assistance, but it is incidental to the primary focus of the work performed.

An employee in this class is responsible for determining and planning a team's work priorities, and for ensuring that the work is accomplished in a timely, cost effective, safe and efficient manner. An Equipment Maintenance Crew Chief also provides "hands on" demonstration of repair and preventive maintenance of either a wide variety of heavy duty vehicles and mobile equipment, transit vehicles, and/or fire/rescue apparatus, portable firefighting and rescue equipment in the process of providing training, guidance, and assistance. Work involves planning, implementing, coordinating, checking and inspecting scheduled and unscheduled work; monitoring repair work on the apparatus and equipment in the assigned maintenance/repair facility; answering technical questions; approving non-standard parts; preparing reports; and addressing matters/resolving problems associated with supervision of such work. Completed repair work is subject to technical inspection; supervisory work is reviewed for conformance to established policies, procedures and other requirements. Work is performed in accordance with technical manufacturer service manuals and bulletins, Personnel Regulations and administrative guidelines, Standard Operating Procedures, as well as Federal and State requirements (where applicable), which require employees to apply judgment in their selection and application. Additionally, employees in this class review and recommend approval of new methods and procedures. Complexity of the work is derived from the varied duties and responsibilities involved in overseeing the repair and maintenance of a wide range of vehicles and equipment, the assessment of unusual and non-standard matters, responding to competing priorities of several departments and agencies within a prescribed time frame; addressing and resolving personnel situations and issues; maintaining state of the art proficiency in a technically complex field of work; and responding to the needs and questions of subordinate employees, representatives of departments and agencies whose vehicles/equipment are being serviced. The work also requires employees to often determine the nature and extent of repairs to be made in light of labor and parts cost, warranty documents, vehicle down time, age of vehicle, employee and vehicle safety requirements, etc. The impact of properly

performed work of employees in this class is the safe, timely and cost effective servicing, inspection and delivery of vehicles and equipment required by County Government departments and agencies. Work is carried out primarily within a vehicle maintenance shop facility. Demonstrating inspection, maintenance, and repair work methods and procedures and hands on, direct inspection of vehicles and equipment for work to be done/completed work comprises approximately 40% of the work time, and involves exposure to noxious fumes, dust, dirt, grease, loud noises, drafts, and changing temperatures. This work requires attention to safety precautions and procedures when working with spring-loaded parts, lifts and presses on wet/greasy floors, hot hydraulic fluids and oils, acetylene and oxygen cutting torches near flammable substances, battery acids and cleaning solvents, compressed air, electricity, belts, pulleys, fan blades and sharp edges, and working at heights of 10 to 20 feet above the shop floor. Physical demands are realized primarily through extended periods of standing and walking throughout the shop, demonstrating repair and maintenance methods and procedures, conducting inspections which involve crouching and crawling, confined spaces, pulling and pushing, and lifting and carrying items which weigh up to one hundred (100) pounds. Supervisory responsibility involves regular participation in a variety of personnel matters affecting the team supervised (i.e., selection, orientation, training, preparing performance appraisals, leave approval, and providing counseling and minor disciplinary measures).

EXAMPLES OF DUTIES: (Illustrative Only)

- Schedules and assigns, and approves/disapproves a wide variety of repair, preventive maintenance, or quality assurance/inspection tasks performed by Mechanic Technicians and lesser skilled employees assigned to a shift of heavy duty vehicles, mobile equipment, transit equipment, and/or fire/rescue apparatus as well as portable firefighting and rescue equipment.
- Ensures that work is performed in a timely and cost effective manner, necessary parts are available and properly distributed, and vehicle/apparatus and equipment history is checked and updated.
- Inspects onsite and vendor repairs, and determines whether vehicles/apparatus and equipment may be returned to service.
- Prepares work orders, writing a detailed description of problems to enable Mechanic Technicians to properly evaluate needed repairs.
- Monitors Mechanic Technician input on work orders, closes them out in automated maintenance information database, enters all warranty information on new vehicles, and removes information concerning vehicles/apparatus and equipment removed from the fleet.
- Inspects and evaluates body damage/repairs, and prepares a detailed estimate of work needed, time/staff required, and cost.
- Prioritizes work and determines the necessary staffing to ensure that the required number of safe and serviceable vehicles/apparatus and equipment are available for dispatching by user agencies.
- Periodically inspects work of team members in progress or upon completion, including road testing of vehicles, to see that repair, maintenance, and inspection work are properly performed; implements corrective action as appropriate.
- Communicates with representatives of County departments/agencies to discuss and resolve problems concerning the repair/maintenance or inspection/quality control of their vehicles/apparatus and equipment.
- Furnishes technical advice and guidance on difficult/complex jobs (e.g., determining source of mechanical problem, best means of repair, and tools and parts needed to accomplish necessary work).
- Monitors vehicle/apparatus and equipment warranties to ensure that vendors make necessary repairs at no cost to the County.

- Has responsibility for entire facility daily from 5:00 p.m. to 8:00 a.m., and/or acts for Equipment Services Coordinator when on leave status.
- Coordinates disposal of deadlined vehicles/apparatus and equipment, ensuring that County insignias and equipment are removed.
- Monitors and enforces preventive maintenance schedules.
- Conducts weekly safety meetings with Mechanic Technicians, facilitates monthly safety meetings with Fleet Maintenance Services operations managers, and attends supervisor meetings.
- Posts invoices to vendor accounts, and monitors purchase orders for available funds.
- Conducts tests of parts and equipment to improve the safety, economy and quality of repair and preventive maintenance operations.
- Provides recommendations regarding the purchase and disposal of shop tools and equipment.
- Conducts repair, preventive maintenance, and quality assurance/inspection tasks.
- Conducts inspections of vehicles/apparatus and equipment during production and upon delivery to ensure that manufacturers meet County specifications.
- Resolves problems with vendors.
- Oversees on-the-job training of assigned Mechanic Technicians and lesser skilled employees.
- Performs major repairs, fabricating parts and housings for unobtainable items.
- Reads and interprets technical manuals and service recall bulletins.
- Reads and interprets sketches, specifications, and service manuals.
- Welds and, as necessary, fabricates parts and tools for older modified fire and rescue apparatus and equipment.
- Maintains firefighting and emergency medical service small tools and equipment, such as fans, hydraulic tools, Hurst tools, chain saws, circular saws, and other similar appliances.
- Maintains and repairs self-contained breathing apparatus.
- Responds to, and monitors the performance of, fire/rescue apparatus at major incidents.
- Conducts State and County required annual service tests on pumpers and aerial ladders, and performs annual State-required inspections.
- Participates in the investigation of collisions involving fire/rescue apparatus and equipment, and provides damage estimates for insurance purposes.
- Prepares specifications for the replacement of apparatus and equipment, Invitations for Bid (IFBs), and participates in the bid selection process.
- Ensures that sirens, emergency lights, and other warning devices are maintained.
- Ensures that the work area is clean, safe, and orderly.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the mechanical makeup, operation, and working relationships of a variety of heavy-duty systems, assemblies, mechanisms, and parts, including major systems such as diesel and gasoline engines, automatic and manual transmissions and gear reduction systems, and driveline assemblies including differentials, power divides, and dual speed axles; knowledge of hydraulic lifting, turning, and positioning systems, including their mechanical, hydraulic, pneumatic, electronic and computerized controls.
- Thorough knowledge of current safety practices, repair, preventive maintenance and inspection methods and practices, test equipment and tools used in the repair and maintenance of either heavy/construction, commercial transit equipment, and/or fire/rescue apparatus and equipment.

- Thorough knowledge of the laws and regulations governing the condition of the vehicles/apparatus and equipment repaired and maintained, environmental laws governing refrigerant use, and occupational safety regulations regarding safe practices in the workplace.
- Considerable knowledge of, or the ability to acquire considerable knowledge of and ability to apply, National Fire Protection Association (NFPA) Standards for fire and rescue apparatus, fire pumps, and fire aerial devices, and related preventive maintenance; Maryland and Federal Department of Transportation (DOT) Standards; manufacturer's maintenance and repair manuals; and OSHA and MOSH Standards as they relate to the inspection, maintenance and repair of fire/rescue apparatus and equipment. (For positions assigned to MCFRS)
- Skill in the use of, and instructing others in the use of, hand and power tools and equipment associated with heavy/construction equipment, commercial transit equipment, and/or fire/rescue apparatus and equipment.
- Skill to remove, to tear down, to rebuild, to adjust, to reinstall, to align, and to mesh automotive, apparatus, and equipment components and assemblies.
- Ability to diagnose difficult and complex automotive, apparatus, and equipment repair problems.
- Ability to provide effective supervision, leadership, and training to a team of Mechanic Technicians and lesser skilled staff.
- Ability to establish and maintain effective working relationships with officials, managers, employees, and the public.
- Ability to work overhead or in stretched, cramped, awkward, tiring and uncomfortable positions.
- Ability to safely operate heavy/construction, transit, and/or fire/rescue apparatus and equipment.
- Ability to prepare and maintain accurate records of time/materials used and work performed, and to prepare appropriate reports.
- Ability to use and wear personal protective clothing and equipment when exposed to dust, fumes, and other irritants to eyes, nose, ears, skin, and respiratory system.
- Ability to distinguish between colors.
- Ability to attend meetings or perform other assignments at locations outside the normal workplace.

MINIMUM QUALIFICATIONS:

Experience: Six (6) years of journey level experience in the vehicle repair trade in heavy duty vehicles and mobile equipment, commercial transit equipment, and/or fire/rescue apparatus and equipment; or, any combination thereof totaling six (6) years.

Education: Graduation from high school or High School Certificate of completion recognized in the State of Maryland.

Equivalency: An equivalent combination of education and experience may be substituted.

Physical Ability: Ability to lift and otherwise move objects that weigh up to one-hundred (100) pounds.

LICENSE:

At Time of Employment Application:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence.

First Day of County Employment:

- Possession of either a Class "A" or "B" (or equivalent) Commercial Driver's License with Passenger and Air Brake Endorsement, or an Instructional Permit for a Class "A" or "B" Commercial Driver's License with Passenger and Air Brake Endorsement, issued by the applicant's state of residence.

Employees in MCFRS must possess and maintain at all times Emergency Vehicle Technician (EVT) Level I and II certification.

Level I includes successful completion of examinations in:

- T-4 Heavy-Duty Truck, Brakes (ASE)
- T-5 Heavy Duty Truck, Suspension and Steering (ASE)
- T-8 PMI (ASE)
- F-2 Design & Performance of Fire Apparatus (EVT)

Level II includes successful completion of examinations in:

- T-2 Heavy-Duty Truck, Diesel Engines (ASE)
- T-3 Heavy-Duty Truck, Drive Train (ASE)
- T-6 Heavy-Duty Truck, Electrical Systems (ASE)
- F-3 Fire Pumps and Accessories (EVT)
- F-4 Electrical Systems (EVT)

Upon Completion of Probationary Period:

- Possession and maintenance at all times of a valid Class "A" or "B" (or equivalent) Commercial Driver's License, with Passenger and Air Brake Endorsement from employee's state of residence; Federal Environmental Protection Agency Air Conditioning Certification (Clean Air Act, 1990, Section 608 and 609) appropriate to the equipment serviced/inspected.
- ASE Master Certification in Medium and Heavy Duty Trucks within eighteen months of appointment to a position in this class.
- A Maryland State Forklift Operator License.

Within Thirty-six (36) Months from Date of Appointment: (MCFRS Positions Only)

Employees in MCFRS must obtain and maintain EVT Master Level certification, which includes successful completion of examinations in:

- T-1 Heavy-Duty Truck, Gasoline Engines (ASE)
- T-7, Heating and Air-Conditioning (ASE)
- F-5 Aerial Fire Apparatus (EVT)
- F-6 Allison Automatic Transmissions (EVT)

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core II Exam with a Drug/Alcohol Screen.

Class Established: May, 1965

Revised: November, 1983

December, 1984

January, 1989

May, 1991 (M)

November, 1995 (M)

December, 1997

August, 2004 (M)

June, 2008

April, 2010
June, 2013
August, 2013
January, 2014
July, 2014

Formerly Titled: “Mechanic Supervisor”