

SOUTH WALTON FIRE DISTRICT

911 North County Highway 393, Santa Rosa Beach, Florida 32459

"Prompt, Competent, Caring Response in Time of Need"



Ryan H. Crawford
Fire Chief / Administrator

EMERGENCY VEHICLE TECHNICIAN FOREMAN

Great Pay & Benefits

Employee paid health & life insurance, Paid Time Off including Sick and Holiday Retirement Plan Options

(Advertisement open until vacancy is filled)

The South Walton Fire District is currently seeking applicants for the position of Emergency Vehicle Technician Foreman. This position is responsible for assisting the Fleet Director with the overall operation of the Fleet Department including quality, efficiency and effectiveness of District emergency response vehicles.

This position is an at-well non-exempt employee, who will normally work a 40-hour, Monday – Friday schedule but will be expected to vary hours to fit the needs of the District, including assigned/scheduled on call hours.

Major Duties:

- Assists in managing daily fleet maintenance operations, including, under the direction of the Fleet Director, supervising technician(s), scheduling work and inspecting finished work to ensure quality standards.
- Monitors inventory levels for parts, tools and supplies and assists with replenishing as needed following budgetary guidelines.
- Performs skilled automotive mechanical work in the maintenance and repair of a wide variety of diesel and gasoline powered vehicles and auxiliary equipment.
- Repairs and overhauls mechanical components on District equipment responding to roadside or field repairs as directed.
- Inspects, tests, adjusts, repairs, rebuilds or replaces complete or integral parts of diesel and gasoline engines, components, transmissions, etc.
- Diagnoses malfunctions and adjusts engine, fuel, electrical, and mechanical system to specifications including electronic fuel injection systems and electronically controlled transmissions.
- Replaces and/or repairs parts to engines such as installing new fuel injectors, rods, new rings, bearings, aligns rods, grinds valves, grinds tappets, generators, starters, transmissions, differentials, drive lines, rear ends, radiators, air brake systems, hydraulic and pneumatic systems, oil and air filters, fuel filters, air pumps, water pumps, and fuel pumps.
- Tunes engines by installing new points and condenser, cleaning and re-gapping spark plugs or putting in new plugs, setting carburetor or installing new or rebuilt carburetor, and adjusting tappets to correct clearance.

- Prioritizes and schedules repairs; troubleshoots and inspects to determine nature and extent of repair; performs quality control inspections to ensure that all repairs meet manufacturer specifications; responds to emergency road calls for disabled county vehicles and equipment, if necessary.
- Performs good housekeeping practices to maintain the shop, work area, tools and equipment in a safe and orderly manner.
- Performs other duties as assigned.

Minimum Qualifications:

- High School diploma or equivalent is required.
- Valid unrestricted Florida Driver's License. CDL Class B driver's license preferred.
- Eight to ten years of automotive repair experience, preferably Emergency Vehicle experience.
- At least 2 years of supervisory experience, preferably in the fleet maintenance field.
- Automotive Service Excellence (ASE) certifications a plus
- Must possess basic mechanic's tools
- Must be a non-smoking/non-tobacco (including vape products) person while on the job.
- Must successfully pass the Fire District's drug screen, background, reference and driving record checks as a condition of employment.
- Must possess or obtain American Heart Association CPR certification within twelve (12) months of appointment.
- Residency within a 20-mile radius of South Walton Fire District Headquarters is required for participation in District take home vehicle program. This is not a guaranteed benefit. It is based on experience to operate independently on a service call.
- National Incident Management System certification in IS-700, and IS-800
- A combination of education, certifications, training and/or experience may be considered.

Knowledge Required for the Position:

- Knowledge of the operating and maintenance principles of gasoline and diesel-powered vehicles and construction equipment.
- Knowledge of automotive and heavy equipment specifications, maintenance standards and disposal practices.
- Knowledge of the occupational hazards and safety precautions of the automotive repair trade.
- Skill in the proper use and care of tools, equipment, and materials of the mechanical trade.
- Skill in repairing defects in a wide variety of automotive equipment.
- Ability to diagnose mechanical and electronic issues and implement effective solutions in a timely manner.
- Ability to adapt to changes in technology and modern equipment.
- Ability to communicate effectively both verbally and in written form with technical accuracy in English.
- Must be self-motivated with the ability to work independently with minimal supervision.
- Exceptional organizational, scheduling and shop management experience.
- Skilled in the use of computers including Microsoft Word, Excel, Outlook, and other office

equipment.

- Utilizes fleet maintenance software to record detailed and accurate documentation of service and repairs.
- Ability to establish and maintain cooperative relationships with fellow employees and the public.
- Ability to prepare and maintain various records, reports and inventory schedules.

Supervisory Controls:

Reports to the Fleet Director.

Supervisory and Management Responsibility:

As needed, supervise Emergency Vehicle Technician(s) and in the absence of the Fleet Director, oversee shop operation/management.

Physical Demands:

Incumbent must be capable of frequent lifting, carrying, pushing and pulling of standard shop equipment and vehicle parts. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, digging, spraying, reaching overhead, reaching away from body and repetitive motion.

This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision.

Work Environment:

Incumbent works primarily in a standard shop environment but occasionally they may be required to provide service at emergency scenes, on roadsides or other locations, in a variety of weather conditions and surface environments.

Work may occasionally be performed under hazardous and adverse conditions, including, but not limited to, proximity to moving mechanical equipment or electrical currents, high noise environments requiring hearing protection, elevated heights and confined spaces. The work involves considerable physical activity with exposure to safety hazards normally associated with general vehicle and equipment repair.

NOTE: Reasonable accommodation considerations will be made for otherwise qualified individuals with a disability.

The South Walton Fire District (SWFD) is a professional fire/rescue agency located in Walton County Florida. SWFD maintains 5 fire stations, a communications center and provides beach safety services for the South Walton Beaches. SWFD is responsible for Fire Protection, Emergency Medical Services Transport, Lifeguards, Hazard Mitigation, Public Fire/Life Safety Education and Prevention as well as 911 Communication Services for an area of 84 square miles and serves a population ranging from 40,000 to over 150,000 during the tourist season.

If you are interested in this opportunity, completed applications/resumes should be emailed to career@swfd.org or may be mailed to SWFD at 911 North County Highway 393, Santa Rosa Beach, FL 32459-537.

This job description is illustrative, and not all inclusive.

DURING OCCASIONS OF LOCAL EMERGENCIES, THIS POSITION MAY BE REQUIRED TO REPORT TO PERFORM EMERGENCY TASKS, WHICH MAY RESULT IN EXTENDED WORK HOURS, AS WELL AS EXTENDED PERIODS OF TIME AWAY FROM FAMILY MEMBERS.