

**JOB DESCRIPTION:**  
**DEPARTMENT APPARATUS, EQUIPMENT, AND MAINTENANCE OFFICER**

Shall be selected by the Chief

Shall report directly to the Chief

Shall be a Staff Position

**ADMINISTRATIVE**

1. Shall have direct supervision and responsibility for, and cause to happen, repairs and maintenance of all Department apparatus and equipment.
2. Shall have direct supervision and responsibility for all required testing of apparatus and pumps.
3. Shall establish routine and preventative maintenance schedules for all apparatus and equipment based on manufacturers recommendations and requirements.
4. Shall be responsible for the care, cleaning, and general appearance of all apparatus.
5. Shall prepare an apparatus and equipment budget and submit it to the Chief for the coming budget year.
6. Shall determine if members of the Department are sufficiently trained and knowledgeable to complete the necessary repairs. If not, he shall seek qualified vendors to complete needed repairs.
7. Shall report to the Chief, any apparatus that is taken out of service because of needed repairs.
8. Shall immediately cause apparatus or equipment to be removed from service for any deficiency that will compromise the safety of Department members or the general public.
9. Shall submit monthly, through the Chief, a record of all jobs performed, the amount of labor to be paid (and to whom it is to be paid), and invoices for parts.

**RECORDS**

1. Shall see that proper records are maintained for all repairs and maintenance to apparatus and equipment.

**TRAINING**

1. Shall coordinate with the Training Officer, all training required by Department Rules, Regulations, Policies, and Procedures as well as those required by Local, State, and Federal laws.
2. Shall coordinate with the Training Officer to provide for an annual driving course exercise for all members.
3. Shall coordinate with the Training Officer all training for new members of the Department.
4. Shall coordinate with the Training Officer all training as pertains to Department Certification of those members assigned as Drivers.
5. Shall recommend to the Chief, those members who have successfully completed all Department Driver Training and in his opinion are qualified to operate Department apparatus in the capacity of Driver.

**EMERGENCY SCENE OPERATIONS**

1. Shall respond to all alarms where equipment is to be used for an extended period of time.

**QUALIFICATIONS**

Shall have demonstrated administrative and mechanical abilities.

