

TOWNSHIP FIRE DEPARTMENT CHAPTER 1: ADMINISTRATIVE OPERATIONS	
Part 3: Job Descriptions Subject: Chief Mechanic Page 1 of 2 Effective Date: 02-28-00	Section: 1-3-22 Revised Date: 01-26-04

- 22.01 Purpose. Define duties of the Chief Mechanic.
- 22.02 Goal. To describe the staff position of Chief Mechanic.
- 22.03 Radio designation shall be Township 7.
- 22.04 The following duties and responsibilities are to be carried out under the administration of the Chief and in accordance with policies established by the Board of Directors of Township Fire Department, Inc. Additional duties and responsibilities may be assigned as needed,
- A) The Chief mechanic shall oversee all station mechanics to be sure they are doing uniform jobs of inspecting T.F.D. vehicles and keeping station records of maintenance and repairs.
 - B) The Chief Mechanic shall see that all necessary reports are completed and filed as required.
 - C) The Chief Mechanic shall recommend personnel to the Chief for positions of Station Mechanics.
 - D) The Chief Mechanic shall recommend to the Chief the program and budget needs for the coming year.
 - E) The Chief Mechanic shall keep records of all maintenance work done on TFD vehicles and also keep on file copies of repairs to TFD vehicles done by independent contractors with actual costs of the repairs listed.
 - F) The Chief Mechanic shall visit each station a minimum of two (2) times each calendar year and meet with the station mechanic in person or by telephone whenever necessary to discuss maintenance or repairs needed by TFD vehicles.
 - G) The Chief Mechanic shall report to the Station Mechanic and/or Battalion Chief any concerns which he/she may have about TFD vehicles at that station.

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- H) The Chief Mechanic shall arrange for necessary maintenance on all TFD vehicles whether it needs to be done by the station mechanic, the chief mechanic or by an outside contractor. This shall include miscellaneous power equipment (i.e. chainsaws, rescue pumps, portable pumps, etc.).
- I) The Chief Mechanic shall strive for the best competitive pricing from outside contractors and for supplies.
- J) The Chief Mechanic shall monitor all invoices for maintenance and repair for accuracy prior to submission to the office manager.
- K) The Chief Mechanic shall handle all maintenance requests and defect reports.
- L) The Chief Mechanic shall ensure that damaged fire hose is repaired and returned.
- M) The Chief Mechanic shall maintain excess equipment inventory and disperse as necessary.
- N) The Chief Mechanic shall verify that pumps are certified per ISO standards.
- O) The Chief Mechanic shall remove unnecessary equipment (i.e. radios, lights, etc.) from vehicles prior to sale.