

Civil Division: Maynard Fire District
Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 05/03/11

STATION KEEPER

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the custodial upkeep, inventory, and minor maintenance on fire equipment and related vehicles. This is routine work involving responsibility for seeing all apparatus, equipment, buildings, and grounds are properly maintained and repaired in accordance with the directives of the Board of Fire Commissioners at two (2) Fire Stations. This work is performed under the general supervision of the Fire Chief. The incumbent represents the District in interacting and communicating with residents, businesses and educational institutions relative to developing emergency pre-plans, scheduling inspections and coordinating fire prevention education programs. The incumbent is responsible for maintaining required personnel and emergency maintenance records relative to the LOSP (Length-of-Service-Program), health records, fire calls and any other required data. The incumbent assists in the coordination of the training program and related activities as directed by the Fire Chief. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the EMS Coordinator in maintaining related inventory and records;
Inspects and makes sure apparatus and equipment are filled with fuel, lubricants, and ready to respond to alarms according to guidelines;
Inspects equipment for damage after alarms and drills;
Tags all damaged apparatus and equipment with problem written on tag;
Marks truck deficiencies on board and writes a repair order;
Consults with Chief if truck needs to be removed from service;
Performs routine maintenance on fire apparatus and equipment to include lubricating, cleaning, fueling, etc.;
Consults with Chief when outside vendors are needed to make repairs and maintain apparatus and equipment;
Maintains computer records for apparatus and equipment according to established guidelines;
Maintains bi-annual equipment inventory and inventory of products used for cleaning purposes and support;
Submit purchase requisition for all needed maintenance items and supplies to the Chief;
Writes daily report of equipment worked on and hours worked;
Put all tools and equipment away daily;
Solicits outside Instructors as needed by Training Department from various locations;
Obtains adjunct materials for specific training as directed by Training Department;
Tracks fire fighter physicals and makes arrangement for annual physicals;
Acts as liaison between community and Civil groups, outside vendors;
Meets with local businesses, industry, and educational institutions to establish pre-fire plans;
Provides fire prevention presentations to schools, day care, etc. upon request;
Maintains consistent communications with Mutual Aid departments;
Improves and maintains Public Relations with district;
Assists in recognizing needed repairs of fire/emergency apparatus and schedules professional maintenance as necessary;
Maintains required personnel records;
Represents department as designated by Chief.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of EMT practices, procedures, and record keeping; ability to understand and follow oral and written instructions; ability to maintain records and prepare reports; mechanical aptitude; good reasoning and judgment, courtesy and tact when dealing with the public; ability to operate a computer; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience troubleshooting fire emergency equipment and/or apparatus;
OR
- (B) Three (3) years of experience troubleshooting fire emergency equipment and/or apparatus.

NOTE:

- 1. Verifiable part-time and/or volunteer experience as described in (A) above will be pro-rated toward meeting full-time experience requirements.
- 2. Eligibility for membership in the Maynard Volunteer Fire Department is preferred but not required.

SPECIAL REQUIREMENTS: Possession of an appropriate level, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.

Adopted: 06/04/02
Revised: 05/12/08, 06/08/10, 05/03/11