



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: MASTER MECHANIC

EXAMPLES OF DUTIES:

- Under direction, plans, organizes and directs the operation of the Bureau of Maintenance in the maintenance and repair of fire fighting apparatus and equipment, hydrants, and departmental buildings, and structures;
- Confers with operating personnel concerning equipment needs and difficulties;
- Lays out, assigns, supervises, and checks the work of overhauling, repairing and maintaining motorized and related fire equipment;
- Organizes and conducts a program of preventive maintenance for all fire apparatus and related equipment;
- Estimates the need for, extend and cost of repairs;
- Conducts acceptance and annual service tests of engines, pumps and related equipment;
- Coordinates and directs the repair and maintenance of Fire Department buildings and structures, the distribution of supplies, and the installation, repair and maintenance of fire hydrants;
- Recommends equipment replacement schedules;
- Assists in the preparation of equipment specifications and budget estimates;
- Requisitions parts, equipment, tools and supplies;
- Selects, trains and evaluates personnel and enforces safety regulations;
- Writes reports
- Keep records;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Five years experience as an Auto Mechanic or Machinist in the Fire Department (time in these positions may be cumulative); a satisfactory annual efficiency rating.

A valid motor vehicle operator license.

DESIRABLE QUALIFICATIONS:

A thorough knowledge of effective practices, methods, tools, equipment, and materials used in the maintenance and repair of fire trucks, fire boats, marine, heavy truck, and automotive engines, passenger vehicles, positive displacement and centrifugal fire pumps, and other Fire Department apparatus and equipment; a thorough knowledge of the purpose, operating principles, and results demanded of Fire Department equipment; a thorough knowledge of repair shop accident prevention measures, safety devices, and occupational hazards; a good knowledge of preventive maintenance principles and methods; a good knowledge of standard practices in machine shop, auto painting, sheet

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metal, blacksmithing, arc and acetylene welding, and automotive and electrical work; a good knowledge of current sources of information on operating, maintenance and repair problems; the ability to make time, material and budget estimates; the ability to adapt and modify tools and equipment to diversified uses; the ability to maintain established operating and performance standards; the ability to coordinate repair of activities with Fire Department operating needs; a knowledge of department rules and regulations and pertinent City regulations and ordinances; the ability to coordinate, direct and check the work of a group of skilled employees and such other skills.

Approval/Adoption Dates: 05/14/64