



CLASSIFICATION	11
HOURLY RANGE	48,897-73,346
FLSA	NON-EXEMPT
NOTICE REQUIREMENT	30 DAYS
RANDOM ALCOHOL/DRUG SCREENING REQUIREMENT	YES

FLEET MANAGER- FIRE & EMS

Job Summary: *(General summary/objective)*

The Fire & EMS Fleet Manager is responsible for the general oversight and coordination of the fire and EMS fleet. This position shall be responsible for the coordination of preventative and routine maintenance, repairs, and approved modifications. This point will be the primary point person for management of fleet tracking, accountability, safety and overall readiness.

Key Responsibilities/Essential Functions:

- Always do the right thing.
- Promote the vision and values of the County.
- Ability to communicate clearly and effectively with internal and external stakeholders, including the general public, to ensure customer service expectations.
- Prioritizes, schedules and performs timely maintenance and repairs on the fleet of fire and EMS apparatus and equipment in order to ensure a state of operational readiness.
- Diagnose malfunctions of equipment for needed repairs; performs and/or schedules routine and emergency maintenance, safety inspections, and certifications on all assigned department equipment.
- Determines appropriate vendors to service equipment; reviews and approves repairs of all vehicles and equipment.
- Using the County's procurement guidelines, facilitates the purchasing of goods, services, and supplies.
- Provides research, reports, documentation or analytical reports for major purchases and/or service and maintenance items.
- Manages inventory control of all stored parts and supplies.
- Assists in developing and/or providing competency-based training on procedures related to new apparatus or equipment prior to being placed into service.
- Coordinates insurance claims for departmental vehicles.
- Assists in the preparation of the budget, as it pertains to fleet and equipment needs.
- Engages in community risk reduction activities, as well as emergency preparedness, response and recovery operations, as needed.
- This position is essential. Personnel occupying this position may be scheduled to work regardless of weather conditions and/or when general county offices are closed. Will be subject to emergency call back. Persons in this position will encounter sensitive information in the performance of their duties and are expected to maintain that information confidentially.
- Other duties as assigned.

Job Requirements

- Minimum 21 years of age.
- Virginia Emergency Medical Technician required.
- Emergency Vehicle Operators Course (minimum class 3) required.
- Virginia Department of Fire Programs, Firefighter II required. Fire Officer 1 and Fire Instructor 1 preferred.
- National Incident Management System ICS 100, 200, 700, and 800 required.
- High School Diploma or GED required.
- Extensive knowledge of all phases of fire, rescue and emergency services; experience working with combination volunteer/career systems and the public required.
- Ability to manage complex tasks and multiple projects simultaneously, and to work well with the public, co-workers, and superiors.

- Must have exceptional management, coordination, analytical and collaboration skills.
- Ability to communicate complex concepts in both written and oral format, including ability to give presentations.
- Thorough knowledge of maintenance and repair procedures for fire and emergency vehicles, apparatus, and equipment.
- Thorough knowledge of automotive and equipment repair for tools and machinery.
- Certification by the National Institute of Automotive Services Excellence (ASE) in areas related to maintenance of light, medium and heavy-duty vehicles, fleet maintenance management preferred.
- Certification as an Emergency Vehicle Technician (EVT) required within one year of employment.
- An unrestricted Class A Commercial Driver's License (CDL) must be obtained within six months from date of hire and maintained throughout employment.
- Ability to develop and maintain accurate records and articulate findings clearly in reports.
- Skilled in time and project management.
- Proficiency with the use of Microsoft Office Suite of programs.
- Must be able to pass a comprehensive physical examination, including: drug/alcohol, vision, and hearing tests.
- Must be able to perform all fire and EMS related physical tasks such as lifting and moving of patients and strenuous physical tasks associated with firefighting.
- During tenure of employment, must maintain physical condition which allows completion of job requirements.
- During tenure of employment, must live within one hour of Botetourt County.
- All applicable licenses and certifications must be maintained throughout the duration of employment.

Physical Demands/Special Work Environment:

- This position requires the occasional use of personal protective equipment (PPE) including a full firefighting ensemble and self-contained breathing apparatus that weighs over 50 pounds. This ensemble reduces normal range of motion, dexterity, and mobility.
- The person in this position occasionally moves or traverses uneven terrain, in adverse conditions such as structures under duress of fire and impending collapse while wearing a full firefighting ensemble.
- Constantly operates, uses, prepares and inspects various heavy tools and equipment, many of which must be operated in adverse conditions while wearing a full firefighting ensemble. Some equipment required to be operated weighs over 100lbs and may require multiple personnel to safely operate.
- This position requires the ability to effectively carry, raise, climb and lower ground ladders ranging in size. The ability to carry out these functions while wearing a full firefighting ensemble is required.
- The ability to wear NFPA compliant self-contained breathing apparatus (SCBA) is required.
- Each person in this position is required to pass an annual SCBA mask fit test and NFPA 1582 physical.
- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee occasionally works near moving mechanical parts, in high, precarious places and confined spaces.
- The employee is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.
- The employee is often exposed to extremely high temperature intensities and sudden temperature changes.
- The noise level in the working environment in the working environment is usually moderate, except during certain firefighting or EMS activities when noise levels may be loud.
- Constantly positions themselves at, below, or above ground level to perform emergency rescue operations or other tasks related to the position.

- The person in this position frequently communicates and exchanges information with colleagues, commanding officers, and the general public, often at the scene of an emergency, to give and receive detailed instructions. Must be able to exchange accurate information in these situations.
- Employee may be subject to the usual hazards of emergency response work.

Reports to: Deputy Chief of Fire & EMS

Supervisory Responsibility: None

Botetourt County provides equal employment opportunities to all employees and applicants.

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Signature

Date

Supervisors Signature

Date