

NORTH WHATCOM FIRE AND RESCUE

JOB DESCRIPTION

Title: Fleet Mechanic	Effective Date: February 20, 2025
Division: Fleet	Pages: 1-4
FLSA Class: Exempt	Wage Range: \$6,933.33-\$6,933.33 (per month)
Approved By: Board of Commissioners	

JOB DESCRIPTION SUMMARY

The Fleet Mechanic performs routine and emergency maintenance and repairs of District facilities, apparatus, and equipment.

The Fleet Mechanic reports directly to the Lead Mechanic.

ESSENTIAL FUNCTIONS

Essential functions will vary according to the work environment and may include, but are not limited to, the following:

Maintains a schedule as determined by the Lead Mechanic or District Fire Chief.

Performs preventative maintenance services on all District vehicles, apparatus, and equipment. Additionally, may perform repairs and maintenance to District facilities.

Performs advanced level corrective diagnostics and repairs on District autos, light-duty vehicles, apparatus, and equipment.

Installs a variety of items as necessary for vehicle set-ups and special projects.

Transports vehicles and parts from vendors, suppliers, and District facilities.

Maintains records and files of all maintenance and repairs.

Maintains shop facilities, equipment, and tools in clean, working order at all times.

Observes all safety rules and maintains the required annual certifications as set forth by the Federal Government, State of Washington, OSHA, DEQ, NIOSH, NFPA and the District.

Attends necessary training as directed by the Lead Mechanic or District Fire Chief.

Performs other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Knowledge of NFPA standards that relate to the maintenance and repair of District apparatus.

Knowledge of the methods, standard practices, equipment, and tools of the automotive trade.

Skills in:

Skills to communicate effectively in a professional manner.

Skilled in organizing resources and establishing priorities.

Skilled in the use of tools, machines, and equipment related to the automotive trade and related tools utilized in equipment repair and a shop environment.

Skilled in mitigating automotive/apparatus emergency issues.

Ability to:

Ability to speak, read, write, and clearly understand the English language.

Ability to establish and maintain effective working relationships with other employees, volunteers, supervisors, and vendors.

Ability to organize multiple tasks and schedules simultaneously with limited supervision.

Ability to make basic decisions within the scope of the job description using reasonable judgment and common sense consistent with communicated expectations, specific direction, and District policies.

SUPERVISORY RESPONSIBILITIES

The Fleet Mechanic has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

Required: Must be a graduate from an accredited high school or have GED equivalency.

Possess a current Washington State Class B Commercial Driver's License with air brake and tank endorsement within (1) one year and have a driving record insurable by the District's insurer.

Have a minimum of three (3) years' experience in a similar position; a work or personal history with similar training; or combination thereof.

Must be a minimum of 21 years of age at the time of application.

Preferred: An Associate's Degree in Automotive and/or Diesel Technology.

CERTIFICATES AND LICENSES

- Valid WA State Driver's License

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the Fleet Mechanic will frequently be sitting, standing, and walking, kneeling, bending, climbing, and reaching, and lifting, pushing, and pulling up to 75 pounds. This position requires frequent use of hands and fingers to operate machinery.

Corrected vision and auditory aids are permitted.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in a shop environment and offsite in an apparatus bay.

Risks with the work area include operating power equipment, working with heavy apparatus, and risks associated with a shop environment.

Noise levels may exceed the normal range, especially when operating equipment and apparatus. The employee is required to wear hearing protection when noise levels exceed an 8-hour time-weighted average exposure of 85 decibels or greater.


The workload is consistent and demanding, which occasionally includes periods where projects have to be completed under pressure.

There may be occasional periods of increased stress during times of high demand and/or complex emergency incident alarm and response.

The duties and responsibilities, physical requirements, and work environment outlined herein are intended only as an illustration of the various types of work that may be performed and the various working conditions that may prevail. The omission of specific statements of duties or working conditions does not exclude them from this position, if the work is similar, related, or a logical assignment for the position.

SPECIAL REQUIREMENTS

- Employee must be insurable under the District's existing vehicle and umbrella liability insurance carrier.
- Ability to pass a comprehensive background check.
- Ability to pass a pre-employment drug screening examination and any subsequent testing.
- North Whatcom Fire and Rescue is a tobacco free work environment.
- Must be flexible and willing to work additional overtime as needed, and occasionally on weekends when requested.
- Must be willing to travel on occasion to represent the Fire District. All costs associated with travel when representing the Fire District will be reimbursed by the District.
- Tool requirement: ½" drive and under hand tools required.

Approved: 
Chairman, Board of Fire
Commissioners

North Whatcom Fire & Rescue

Date: 2/20/2025