



CRESTED BUTTE FIRE PROTECTION DISTRICT

306 MAROON AVENUE / P.O. BOX 1009
CRESTED BUTTE, CO 81224
(970) 349-5333 FAX: (970) 349-3420
WEBSITE: WWW.CBFPD.ORG

Job Description Fleet and Facilities Manager

Employment Status: Full-time
Reports to: Assistant Chief
Typical Schedule: 40 hours per week including days, nights and weekends
FLSA Status: Non-Exempt NOT involved in fire protection activities
Salary Schedule: Starting at \$60,900 - \$72,500/year DOQ

Position Summary

Responsible for administration of the inventory, repair, and maintenance of department vehicles, equipment, buildings and grounds. Oversees assigned employees when needed and coordinates with outside vendors.

Supervision Received

Works under the direct supervision of the Assistant Chief - Logistics.

Supervision Exercised

May occasionally supervise temporary employees.

Essential Duties and Responsibilities

- Ensures that all district apparatus and equipment is maintained and prepared for safe operation and use.
- Ensures that district facilities are operational and well maintained.
- Establishes and maintains a safe and harmonious work environment that ensures that the district equipment is ready to safely, expediently and efficiently respond to requests for service.
- Professionally represents the district to a variety of outside vendors and organizations.
- Plans and monitors budgets for vehicles, equipment and stations.
- Completes repairs of equipment and vehicles in house when practical, and coordinates major repairs with appropriate vendors.
- Completes repairs of building and grounds in house when practical, and coordinates major repairs with appropriate vendors.
- Assists with specification and purchasing of vehicles, equipment and supplies following approved purchasing and bid procedures.
- Coordinates installation and maintenance of in-vehicle technology systems. Maintains proficiency in operation of systems as needed.

- Maintains station systems such as IT network infrastructure, radio antennas, station alerting system, siren, fire alarm, and fire sprinkler systems.
- Ensures annual pump testing and ladder testing are completed and appropriate records are maintained.
- Ensures annual safety inspection of all SCBAs and maintains records pursuant to manufacturers' specifications.
- Ensures quarterly testing of fresh air compressors and maintains records.
- Maintains vehicle and equipment repair and maintenance records.
- Supervises, plans, evaluates, trains, motivates, directs and participates in the work assignments of assigned personnel.
- Assists with the ongoing training of new and current members.
- Performs administrative duties as needed or requested.
- Maintains positive working relationship with the public and CBFPD members.
- Operates/Drives vehicles.
- Performs and completes other duties as assigned by supervisor.

Minimum Qualification

- Previous experience with repair and maintenance of vehicles, equipment and facilities.
- High school diploma or GED equivalent
- Current valid Colorado driver's license

Preferred Qualifications

- Bachelor's degree or higher in any field or equivalent experience
- ASE Certified Mechanic

Necessary Knowledge, Skills and Abilities

- Working knowledge of:
 - vehicle repair
 - building maintenance
 - firefighting equipment maintenance
- Ability to
 - provide verbal and written instructions
 - successfully perform all physical demands of the job
 - communicate effectively, both verbally and in writing
 - establish effective working relationships with members, other agencies and the public

Special Requirements

- Must be at least 21 years of age.
- Must meet insurability requirements of the district insurance carrier.
- Must be able to operate electric powered tools and equipment as well as hydraulically powered tools and equipment.
- Must submit to driver's license check and nationwide criminal back ground check.

Selection Guidelines

May include any or all of the following: Formal application; written test; practical skills examination; physical ability test; oral examination; criminal background/driver's license verification and check. Following a conditional offer of employment, successful completion of the Fit-For-Duty physical and drug screen may be performed.

Probationary Period

All new or promoted employees are hired under probationary period of at least six months. Upon meeting of all minimum and essential qualifications and after receiving a position performance review, the employee will be considered a permanent employee of the district.

Tools and Equipment Used

Vehicle and station repair and maintenance equipment. Emergency medical apparatus; fire apparatus; fire pumps, ladders, power tools, personal computer and telephone.

Physical Demands

The physical demands described here are representative of those that must be met by any member 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 member is frequently required to stand, sit, walk, run, talk or hear; use hand to finger, handle or operate objects, tools or controls; and reach with hands and arms. The member is frequently required to move up to 100 pounds without assistance and occasionally lift and/or move up to 200 pounds with assistance. Specific vision abilities required by the job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. The job also requires operation in confined or congested areas with low visibility. Examples of physical demands include:

- Ability to drive ambulance or large fire apparatus during both day and night using depth perception and peripheral vision in emergency situations involving speeds in excess of posted limits, in congested traffic, and in unsafe road conditions caused by factors such as fog, smoke, rain, ice, or snow.
- Ability to communicate with a diverse range of people and deal with verbal and physical confrontations.

Work Environment

The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Work is performed primarily in shop, office, vehicle, and outdoor settings; in variable weather conditions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and member and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Crested Butte Fire Protection District maintains a drug-, alcohol-, and tobacco-free environment.