

**Carlisle Fire Department  
Volunteer Position Description  
Equipment and Maintenance Repair**

The Equipment and Maintenance Repair specialist is responsible for coordinating and overseeing all activities associated with the Fire Department's front-line apparatus, reserve apparatus, and the Fire House Facility. This individual acts as the liaison between the Fire Department and any maintenance contractors, as well as serving as the primary contact for apparatus vendors.

**Essential Functions**

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the position classification involves and what is required to perform it.

- Cleans and inspects equipment and apparatus after a fire;
- Inspects equipment and apparatus and notifies superior officer of any defects;
- Makes minor repairs to equipment and apparatus;
- Coordinates major repairs to equipment and apparatus;
- Conducts research and recommends replacement apparatus;
- Performs routine preventative maintenance tasks, and keeps records of such action;
- Enters inspection, maintenance and repair information into the records management systems;
- Performs routine building management and maintenance.
- Performs all work duties and activities in accordance with Standard Operating Policies and Procedures;
- Works in a safe manner and reports unsafe activity and conditions.
- Educates the users on the apparatus and new equipment.

**Other Duties and Responsibilities:**

- Research apparatus pricing and present proposals to the company leadership based upon identified needs.
- Maintain knowledge of trends in fire equipment and apparatus.
- Maintain knowledge of building needs and participate in planning for major building maintenance projects.

**Knowledge Skills and Abilities**

Knowledge of:

- Knowledge of firefighting equipment and vehicles maintenance.
- Knowledge of building maintenance and repair.
- Mechanical knowledge and repair ability.
- Basic mathematical and science skills;
- Computers and related software.

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Ability to:

- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Learn and correctly apply routine policies and procedures;
- Read, comprehend, and follow simple oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing.

**Minimum Qualifications**

- High school diploma or GED equivalency; and
- Must be at least 18 years of age at the time of application;
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.