St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-02-07 Manager of Mechanical Services

Document Type: Job Descriptions

Status:
Issued By: Director/Chief SJRFD

Index: 01 Organization
Section: 02 Department Job Descriptions
Title: 07 Manager of Mechanical Services

Purpose

To outline the duties and responsibilities of the position of Manager of Mechanical Services.

Background

This replaces POG # 01-02-07, " Manager of Mechanical Services", dated 2012/02/22

Procedure

MANAGER OF MECHANICAL SERVICES

Responsibilities:

Reporting to the Fire Chief (Director) this position is responsible for the efficient and effective development, implementation and monitoring of all programs relating to the mechanical operations of the Department.

Duties:

a. Plans, directs, co-ordinates and supervises the operations of the Mechanical Division and the Fire Equipment Technician.

b. Provides technical assistance on mechanical problems and analyzes equipment breakdowns to ensure fast and effective repairs.

c. Directs, monitors and evaluates the equipment management system, checks the monthly and quarterly computer reports and investigates discrepancies.

d. Facilitates the ordering, delivery and payment of all parts/fuel according to established procedures.

e. Reviews and analyzes equipment accident reports, provides damage appraisals to Insurance Adjusters upon request.

f. Makes recommendations on the disposal, maintenance and purchase of vehicles within the SJRFD.

g. Assists in developing, implementing and monitoring short and long term strategies for the Department so that effective and consistent direction is provided.

h. Assists in developing, implementing and monitoring Departmental programs which are directed at providing and maintaining the SJRFD fleet in line with accepted industry standards.

i. Identifies training opportunities for all personnel under his/her authority.

j. Develops, recommends and implements Policies and Operational Guidelines (POGs) for all areas under his/her authority.

k. Participates in the collective bargaining process by providing recommendations on contractual labor issues and developing reports for union negotiations.

l. Maintains a good knowledge of relevant legislation, the policies and procedures of the Department, the current Collective Agreement and any other applicable policies, procedures and/or standards.

m. Records attendance, approves leave, reports and recommends disciplinary measures for all personnel under his/her authority.

n. Represents the Department by serving on various committees, projects, studies, etc.

o. Assists in the preparation and monitoring of the annual departmental budget.

p. Other related duties as assigned by the Fire Chief (Director) .

Approvals

Director/Chief of SJRFD

Approval Date
2015/09/16

Revision Date

Rescind Date

Responsibility
St. John's Regional Fire Department

POG # 01-02-07
Approved By:

Jerry F. Peach

Jerry F. Peach
Fire Chief
(Director of Regional Fire & Emergency Services)

Sept 16/2015
Date

On Behalf of the City of St. John's Human Resources Department

Appendix/Appendicies
None