Beckwourth Fire District

# POLICIES AND PROCEDURES

**POLICY TITLE: Job Description – Mechanic On Call**

**POLICY NUMBER: 2304**

**2304.1** General Job Description:

Under the direction of the District Fire Chief and with a minimum of supervision:

The Mechanic on Call will be responsible for the following duties as well as “Other duties as assigned.”

**2304.2** The Mechanic on Call falls under the direction and supervision of the District Fire Chief

**2304.3** Preferred Minimum requirements:

**2304.3.1** At least year status as a volunteer within the Beckwourth Fire District.

**2304.3.2** First Responder

**2304.3.3** Will obtain a Firefighter endorsement CDL within one year.

**2304.4** Shall arrive on time upon days agreed to cover.

**2304.5** The Mechanic on Call will be paid an hourly wage, based on 1 shift per day. There is no overtime as per policy #2010. The position is posted for sign up weekly on a first come basis, not to exceed 12 hours per week, without prior approval from the Chief.

**2304.6** The Mechanic on Call will help with day to day mechanical operations, as well as trainings per the Chief’s request.

**2304.7** The Mechanic on Call will be responsible for the following duties as well as other duties as assigned by the Chief or Officer on duty.

**2304.7.1** Check all vehicles operational status weekly and after every use.

**2304.7.2** Responsible for keeping all vehicles clean.

**2304.7.3** Responsible for keeping all buildings and grounds clean.

**2304.7.4** Respond on any and all calls while on duty

**2304.8** Reports to the Chief or paid Officer on duty any and all repairs needed to maintain the vehicles, buildings and grounds in proper status.

**2304.8** Keeps a good working relationship with BOD, USFS, CHP, SO, Ambulance, and all Mutual aid agencies.

**2304.9** Seeks own further education on subjects of mechanical engineering.

**2304.10** Maintains good rapport with citizens of the Fire District.

**2301.7** Performance Evaluation, The Mechanic On Call shall have an annual performance evaluation as described in Policy, #2170 Performance Evaluation.

 **2301.7.1** After a satisfactory annual performance evaluation, the Mechanic On Call shall be entitled to a 2% pay increase retroactive to January 1st of that year, if the budget allows.