

FIRE MAINTENANCE TECHNICIAN

Recruitment #2002-0916-001

List Type	Transfer/Promotional
Requesting Department	FIRE - SUPPORT SERVICES BUREAU
Open Date	4/13/2020 4:30:00 PM
Filing Deadline	5/4/2020 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

**** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY****

PURPOSE

The Fire Maintenance Technician (FMT) performs pick-up and delivery service of critical supplies in support of Milwaukee Fire Department (MFD) engine houses citywide so that fire and medical companies remain in service and ready to respond to emergencies. Two positions are available: one FMT is responsible for picking up and delivering compressed air, maintaining remote compressed air depots throughout the city, and assisting with air room functions, while another FMT is responsible for receiving, tracking, picking up, and delivering supplies, parts, and equipment and assisting with the procurement of supplies and order-filling.

ESSENTIAL FUNCTIONS

Fire Maintenance Technician-Supply Support:

- Make deliveries of firehouse and paramedic equipment, vendor parts, and supplies to and from various locations. Receive and track deliveries and put stock away, including using a forklift.
- Assist the Fire Maintenance Technician assigned to inventory control with filling firehouse, apparatus, and medical supply orders and procuring parts, supplies, and equipment, including performing essential functions in his or her absence.

Fire Maintenance Technician-Compressed Air Support:

- Perform compressed air runs, maintaining the complete stock of remote depots throughout the city, i.e., spare Self-Contained Breathing Apparatus (SCBAs), blood pressure cuffs, stethoscopes, and fire extinguishers.
- Assist the Fire Maintenance Technician assigned to compressed air with the filling of breathing air/oxygen bottles, including performing essential functions in his or her absence.

Fire Maintenance Technician-Both Positions:

- Pick up, deliver, and move supplies, equipment, furniture, vehicles, and apparatus to and from various locations.
- Perform general maintenance and cleanliness duties throughout dispersed MFD buildings and grounds, including snow plowing with a pickup or snow blower.
- Assist other shop personnel with repair and maintenance tasks, i.e., prepare workstations for use by mechanics, and clean and repair tools and equipment such as axes and pike poles.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

The Fire Maintenance Technician must be willing and able to do the following:

- Be subject to recall for emergencies.
- Perform heavy physical labor (exerting up to 100 lbs. of force occasionally, moving equipment up to 50 lbs. unassisted, and transferring objects weighing 10-20 lbs. frequently).
- Walk, stand, climb stairs, stoop and bend, and perform tasks that require repetitive motion.
- Withstand variable environmental conditions both indoors and out, such as heat, cold, fumes, oil, and dust.
- Drive all departmental vehicles, including heavy apparatus, and perform snow plowing duties.

MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Passing probation (one year) is contingent upon completing departmental training and demonstrating skill in competently and safely operating a forklift to unload freight trucks and driving all departmental vehicles, including fire apparatus.
3. Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

NOTE: *For anyone seeking to have job-related coursework considered, transcripts are required, which must be received by the application period closing date. Transcripts should be attached to the online application. Applications without transcripts attached may be considered incomplete and may be rejected. Unofficial copies are acceptable; however, the transcripts must be legible and include the school name, applicant name, degree completed (if applicable), and date completed.*

DESIRABLE QUALIFICATIONS

- Stockroom experience.
- Commercial driver's license (CDL).

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read and understand job-related documents such as manuals, policies, and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to understand and apply mechanical concepts to solve problems.
- Ability to learn about machines and tools, including their uses, repair, and maintenance.
- Ability to learn and become skilled at performing compressed air functions.
- Knowledge of occupational hazards and safe work procedures in repair shops; ability to use all equipment safely, including departmental vehicles.

- Ability to maintain general cleanliness of vehicles and indoor facilities.
- Ability to perform outdoor maintenance duties, such as snow plowing with a pickup or snow blower.
- Ability to learn and use job-specific computer programs.
- Ability to learn inventory and stockroom procedures.
- Organizational skills and the ability to maintain accurate work records.
- Customer service skills and the ability to work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.
- Ability to perform effectively independently, under pressure, and within tight timeframes.
- Honesty and the ability to safeguard all departmental property.

CURRENT SALARY

The current salary range (Pay Range 7HN) is \$38,685-\$55,347 annually, and the resident incentive salary for City of Milwaukee residents is \$39,845-\$57,007. Appointment will be made in accordance with the provisions of the salary ordinance.

SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Milwaukee Fire Department reserves the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

***NOTE:** Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

ADDITIONAL INFORMATION

- APPLICATIONS and further information can be accessed by visiting www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.