

NOTICE OF A RESCHEDULED PUBLIC HEARING
(NEW CLASSIFICATION PLAN)

The Livingston Parish Fire Protection District 4 Civil Service Board will hold a public hearing to consider adoption of a new classification of **Maintenance Officer**. Unless cause is shown at this time why this new class should not be adopted, the board will proceed to approve the adoption of the class in the proposed or revised form.

This public hearing will be held on ~~Wednesday, September 1, 2021, at 11:45 a.m.~~ **Monday, October 18, 2021 at 3:00p.m.** at the Administration Headquarters located at 9760 Florida Blvd Walker, LA 70785.

SEE ATTACHED NEW CLASSIFICATION PLAN

By direction of the Chairman:



Brandi Wascom, Secretary

Post at the Administration Headquarters July 31, 2021, through October 18, 2021

**DO NOT REMOVE BY ORDER OF
THE LIVINGSTON PARISH FIRE PROTECTION DISTRICT 4 CIVIL SERVICE BOARD**

MAINTENANCE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses positions in the automotive maintenance division of the fire department. Incumbents of this class diagnose mechanical problems and conduct safety inspections on all departmental vehicles. Employees of this class maintain, repair, make adjustments to and organize replacement parts for all departmental vehicles, fire apparatus, equipment, property and fire stations. Maintenance Officers perform duties with little supervision in most areas, performing special tasks assigned with only general instructions, and report to and have work reviewed by the Chief of Maintenance.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Provides for the general care and maintenance of firefighting apparatus and equipment, motor driven vehicles, stations, grounds and any other related property. Ensures proper working order of overhead doors and oversees building projects involving plumbing, electrical, carpentry, welding, gravel, or concrete slabs. Locates outside services for the repair and maintenance of department equipment or assigns such to qualified division personnel. Transports, delivers, and picks up equipment for repair or maintenance. Arranges for the repair of department equipment which cannot be repaired within the department.

Performs maintenance and repairs to gasoline engines which may include the installation or replacement of intake and exhaust manifolds, cylinder heads, pistons, piston rods and piston rings, gaskets or valves. Performs maintenance and repairs to diesel engines which may include starting-air compressors, air-starting valves, governors, and turbochargers. Performs maintenance and repairs to fuel systems which may include fuel pumps, carburetors, fuel lines and filters, and chokes.

Performs maintenance, repairs and adjustments on cooling, fuel, lubricating and electrical systems of fire department apparatus and vehicles. Ensures proper working order to systems by installing replacement parts such as radiators, thermostats, water pumps, water hoses, fans and fan belts, batteries, starter systems, alternators, ignition systems, distributors, spark plugs and cables, electronic ignitions, oil pumps, oil filters, oil seals, and PCV systems.

Repairs fire apparatus hydraulic equipment such as aerial hydraulic pumps, aerial ladders, hydraulic motors and cylinders. Installs necessary replacement parts including drum brakes, disc brakes, power brakes, or master cylinders. Performs maintenance and repairs to drive train systems which may include clutches, drive shafts, universal joints. Performs maintenance and

repairs to suspension systems which may include front end assemblies, rear end assemblies, steering linkages, power steering systems, tires, wheel bearings, and ball joints

Performs general maintenance tasks such as refueling vehicles, changing and adding oil, adjusting headlights, and similar tasks. Repairs or replaces accessories on automotive equipment such as tachometers, lights and flashers, and windshield wipers. Uses automotive maintenance instruments in the maintenance or repair of fire automotive equipment which may include voltmeter and vacuum gauges. Performs maintenance and repairs to portable equipment and small power tools such as portable generators, portable pumps, water towers, power saws, and lawn mowers.

Diagnoses mechanical problems from information supplied by firefighters or fire equipment operators. Makes repairs at the emergency scene when needed. Inspects, maintains, and repairs fire hose, hose couplings, nozzles and nozzle assemblies. Makes mathematical calculations in order to perform accurate and correct measurements, adjustments, or calibrations.

Inspects and road tests equipment to determine what repairs are needed or to determine that repairs were effectively accomplished. Performs required safety inspections on all department vehicles. Operates all equipment on vehicles, including communications equipment, to determine what repairs are needed or to determine that repairs were effectively accomplished.

Changes air filters on air conditioning and heating systems. Repairs and maintains plumbing system, pipes, faucets, and other component parts. Repairs and maintains electrical system, switches, wiring, connections, and component parts. Performs carpentry work on station buildings. Installs, maintains, and repairs overhead doors. Organizes and stores department property, equipment and supplies in an orderly fashion to allow ease of locating and retrieving materials.

Observes and evaluates the operations of the division, and takes steps to correct any problems observed. Recommends needed changes in department policy or procedures. Participates in any training required by the department. Trains subordinates in the use of work orders.

Writes reports and personally completes all forms and records as required. Reads service manuals, parts books, and any other written material necessary to determine how to perform required duties.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

Must not have less than five (5) years' experience in a fire department with experience in the repair and maintenance of fire department vehicles, equipment and apparatus. Experience must include work in the repair of diesel engines, pumps and brakes.