

Those persons wishing to speak on any item, whether or not it is included on the agenda, are requested to fill out and submit to the Clerk of the Board a "Request to Speak" form. Thank you.

It is the intention of the Chino Valley Independent Fire District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Chino Valley Independent Fire District will attempt to accommodate you in every reasonable manner. Please contact the Administration Office (909) 902-5260 at least forty-eight (48) hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

Any public record, relating to an open session agenda item, that is distributed within 72 hours prior to the meeting is available for public inspection at the District's Administrative Headquarters, 14011 City Center Drive, Chino Hills, CA 91709.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**  
***Special Meeting - Standing Committee Meeting***  
***Human Resources Committee***

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Monday, October 30, 2023  
8:30 a.m. - Open Session

**AGENDA**

ROLL CALL

FLAG SALUTE

INVOCATION

Chaplain Marco Miranda

PUBLIC COMMUNICATIONS

This is the time and place for the general public to address the Committee about subjects that do not appear elsewhere on the agenda. The public may address items on the agenda at the time addressed by the Committee.

Due to Board policy and Brown Act requirements, action may not be taken on any issue on the agenda. When you address the Board, please state your name and address (optional) prior to making your remarks. Please limit your comments to 3 minutes.

MINUTES

1. Minutes - September 18, 2023 - Meeting

OLD BUSINESS - None

## NEW BUSINESS

### 2. LEAD FIRE EQUIPMENT MECHANIC AND FIRE EQUIPMENT MECHANIC

Purpose is for Human Resources Committee to consider vacating the job classification of Lead Fire Equipment Mechanic; retitle the job classification of Fire Equipment Mechanic to Fire Apparatus and Fleet Mechanic; and approve a salary adjustment for said position.

## ADJOURNMENT

I, Angela Robles, Clerk of the Board, on behalf of the Board of Directors, do hereby certify that a copy of this agenda has been posted by 6:00 p.m., on Friday, October 27, 2023.

*Angela Robles*

Angela Robles, Clerk of the Board

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**

**NO STAFF REPORT**

Minutes - September 18, 2023 - Meeting

**ATTACHMENTS:**

Minutes - September 18, 2023

**CHINO VALLEY INDEPENDENT FIRE DISTRICT**  
*Special Meeting - Standing Committee Meeting*  
*Human Resources Committee*

Administrative Headquarters  
14011 City Center Drive  
Chino Hills, CA 91709

Monday, September 18, 2023  
8:00 a.m. Committee Meeting

**MINUTES**

CALLED TO ORDER

Director Ramos-Evinger called the meeting to order at 8:00 a.m. She explained the process for members of the public to participate in the meeting and provide public comment.

ROLL CALL

Director Sarah Ramos-Evinger  
Director Tom Haughey  
Fire Chief Dave Williams  
Human Resources Director Anthony Arroyo  
Clerk of the Board Angela Robles

FLAG SALUTE

Director Ramos-Evinger led the flag salute.

INVOCATION

Chaplain Keith Roby provided the invocation.

CHANGES TO THE AGENDA

Clerk of the Board Robles stated that there were no changes.

PUBLIC COMMUNICATIONS

There were no requests to speak.

MINUTES

1. Minutes – July 10, 2022 Meeting

The Committee agreed to file the minutes as presented.

OLD BUSINESS

None.

NEW BUSINESS

2. TITLE CHANGE FOR ADMINISTRATIVE SECRETARY

Purpose is for the Human Resources Committee to review the job title of Administrative Secretary.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Arroyo stated many agencies have changed or eliminated the job title of Secretary and changed the title which is commonly referred to as Administrative Assistant.

Human Resources Director Arroyo verified the current Administrative Secretaries and Teamsters were in agreement to change the title to Administrative Assistant.

Director Ramos-Evinger asked if there was public comment.

There was no request from the public to speak on this item.

Director Ramos-Evinger asked for Committee comments.

The Committee Members agreed as times change, it is appropriate for titles to be updated to reflect those changes.

The Human Resources Committee agreed to place this item on the Consent Calendar for approval by the Board of Directors at a future Board meeting.

3. TITLE CHANGE FOR AUXILIARY WORKER

Purpose is for the Human Resources Committee to review the job description and title for Auxiliary Worker.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Arroyo stated the Management staff has consulted with members of the Support Services division to come to the conclusion to propose a change in the job title from Auxiliary Worker to Support Services Technician.

Director Ramos-Evinger asked if there was public comment.

There was no request from the public to speak on this item.

Director Ramos-Evinger asked for Committee comments.

The Committee Members commented on the job title confusion that people have regarding the job responsibilities of an Auxillary Worker and changing the title and description may relieve some of that confusion.

The Human Resources Committee agreed to place this item on the Consent Calendar for approval by the Board of Directors at a future Board meeting.

4. AMENDING THE FIRE INSPECTOR JOB CLASSIFICATION

Purpose is for the Human Resources Committee to review the job description for Fire Inspector.

Report by Human Resources Director Anthony Arroyo.

Human Resources Director Arroyo stated the job description needs to correctly reflect the current duties, responsibilities and needs of the Community Risk Reduction Division. One significant change is to eliminate the language that pertains to the duties that are now assigned to the Public Information Officer.

Human Resources Director Arroyo verified that Teamsters and Fire Marshal O'Toole were onboard with the updated changes to the job description of Fire Inspector.

Director Ramos-Evinger asked if there was public comment.

There was no request from the public to speak on this item.

Director Ramos-Evinger asked for Committee comments.

In response to questions from the Committee Members, Fire Marshal O'Toole explained that the language was changed in order to remove outdated terminology regarding associations and certificates.

The Human Resources Committee agreed to place this item on the Consent Calendar for approval by the Board of Directors at a future Board meeting.

ADJOURNMENT

The meeting was adjourned at 8:10 a.m.

**CHINO VALLEY INDEPENDENT FIRE DISTRICT  
STAFF REPORT**

**DATE: OCTOBER 30, 2023**

**TO: HUMAN RESOURCES COMMITTEE**

**FROM: DAVE WILLIAMS, FIRE CHIEF**

**SUBJECT: LEAD FIRE EQUIPMENT MECHANIC AND FIRE EQUIPMENT  
MECHANIC**

**PURPOSE:**

Purpose is for Human Resources Committee to consider vacating the job classification of Lead Fire Equipment Mechanic; retitle the job classification of Fire Equipment Mechanic to Fire Apparatus and Fleet Mechanic; and approve a salary adjustment for said position.

**DISCUSSION:**

The Chino Valley Fire District has had a Lead Fire Equipment Mechanic job classification since the establishment of the program in July of 2022. Recently, a recruitment was conducted with very limited success in finding candidates. The issue the District is encountering is the current job description and title are misleading to those interested in working for the District. The job title with the wording of “fire equipment” indicates one would be working solely on fire trucks and engines; the job description could be interpreted that the Lead Fire Equipment Mechanic is a “quasi-supervisory” position. The job description for the Lead Fire Equipment Mechanic is attached to this report for reference. Staff is recommending some modifications to the job classifications that should help in recruitment.

Staff is recommending two approaches to resolve recruitment issues. One is to change the title of the Fire Equipment Mechanic to Fire Apparatus and Fleet Mechanic. This will clearly identify the position will work on a variety of vehicles. District staff has evaluated and resolved that the best way to correct recent recruitment problems is to vacate the position of Lead Fire Equipment Mechanic and, instead, create an additional Fire Equipment Mechanic or, a new job classification of Fire Apparatus and Fleet Mechanic position, for a total of two positions. This proposed change also includes a salary adjustment from the current range of \$5,245.07 - \$6,375.20 to \$5,768.53 - \$7,013.07, aligning it with the current salary range of the Lead Fire Equipment Mechanic. The reason for this proposed salary adjustment is due to the certificates that would now be required of the proposed classification of Fire Apparatus and Fleet Mechanic that are required of the Lead Fire Equipment Mechanic. If the proposed job classification and salary are approved, Staff anticipates a better candidate pool since the entry level

requirements for application will be consistent with the former position of Fire Equipment Mechanic. In addition, the new job description will encompass the higher-level requirements found within the current Lead Mechanic position of EVT1. In addition, it will be easier to recruit and fill a lower level position than one that leads candidates to assume a role of supervisor.

Due to these additional certifications and requirements, a change in the job description is also proposed, the red-line version is attached for reference. New hires would be required to obtain the necessary certificates as outlined in the job description within three years. Failure to do so will result in not advancing beyond Step C of the five-range salary table. For the incumbent Fire Equipment Mechanic/Fire Apparatus and Fleet Mechanic, that individual would be “grandfathered” in.

Staff has met with Teamsters to discuss the proposed title change, additional duties and salary change and the group is in agreement.

The additional cost will be up to \$8,200 per fiscal year and includes costs associated with the incumbent; therefore, no additional appropriations will be needed this fiscal year.

**RECOMMENDATION:**

Approve staff recommendation to vacate the Lead Fire Equipment Mechanic job classification, change the job title of Fire Equipment Mechanic to Fire Apparatus and Fleet Mechanic and adjust the salary range for this position. If approved by the Human Resources Committee this item will be presented to the Board of Directors at the November 8, 2023 meeting.

**ATTACHMENTS:**

Lead Fire Equipment Mechanic Job Classification  
Fire Apparatus and Fleet Mechanic (Redlined)





## Chino Valley Fire District Position Classification

### Lead Fire Equipment Mechanic

#### Position Summary

Under the supervision of the Deputy Chief of Support Services and their designee, the Lead Fire Equipment Mechanic schedules, assigns, and leads the work of equipment maintenance personnel, and performs highly skilled electromechanical work involving the diagnosis, maintenance, and repair work of a wide range of fire vehicles and apparatus; operates and demonstrates the proper use of vehicle testing and diagnostic equipment, and performs other related duties as assigned.

#### Essential Job Functions

*The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.*

- Conduct orientation and training of new employees and ensure that safety practices and equipment maintenance standards are achieved.
- Perform the duties of a Fire Equipment Mechanic.
- Prioritize and assign tasks to fire maintenance personnel; explains work methods, demonstrate the operation of diagnostic equipment, and check work for conformance with quality and production standards.
- Lead and participate in complex or large-scale repairs and guide how the tasks are completed.
- Maintains shop inventory by coordinating standard part and tool purchases with vendors; tracks and updates parts and service records.
- Review service orders or work requests and independently diagnoses causes of more complex problems; determines the extent of needed repairs or adjustments and whether exterior repairs or manufacturer recall work might be required.
- Arrange for the delivery and return of fire vehicles and equipment as part of exterior repairs.
- Overhauls and repairs gas and diesel engines and transmissions, including valves, pistons, piston rings, main bearings, and crankshafts.
- Perform primary engine diagnosis involving testing, analysis, adjustments, and modifications of compression and hydraulic systems and emissions systems.
- Repair front suspension systems, including bushings, kingpins, tie rods, and ball joints.
- Consider how specialized electrical, electronic, mechanical adaptations of equipment can be completed in a cost-effective and timely manner, either with shop personnel or other service providers.
- Drive service vehicles and Fire apparatus into and out of the Fire Shop bays and other locations for maintenance work and to perform road test drives.
- Act on behalf of the Fleet and Facilities Coordinator during absences.
- Other duties as assigned.

## Qualifications

### ***Knowledge of:***

- Knowledge of diagnosis and troubleshooting procedures required to solve significant maintenance and complex repair problems.
- Knowledge of operating principles of gasoline and diesel engines and fuel injection systems; mechanical tune-up, smog testing, and general repair and maintenance procedures and techniques.
- Knowledge of electrical, electronic, and heavy equipment hydraulic systems.
- Knowledge of overhaul practices related to transmissions, brakes, and rear axles
- Knowledge of methods, tools, materials, equipment, and procedures used to diagnose, overhaul, repair, and adjust the components and operating systems of automobiles, light-duty, and heavy-duty vehicles and equipment.
- Knowledge of safety procedures and precautions governing the operation, maintenance, and use of tools, vehicles, and equipment.
- Knowledge of primary arc and gas welding techniques.
- Knowledge of State and County regulations about the handling and disposal of hazardous waste and related clean air emission requirements.
- Knowledge of effective leadership techniques.

### ***Ability to:***

- Ability to plan, estimate, coordinate, and schedule the work of others.
- Work and act independently.
- Operate volt ohmmeter, amp meter, pressure gauges, nozzle, and valve repair kits, calibrating tools for engines, rakes, micrometers, dial calipers, welders, grinders, and torch, brazing rod, precision gauges, inspection, and diagnostic equipment.
- Read and follow the simple to complicated instructions, schematics, and other information in repair manuals and repair of fire and EMS vehicles and equipment.
- Performs calculations and works with numbers to solve problems.
- Prepare and maintain various reports and records about the piece; test, diagnose and evaluate electrical and mechanical malfunctions.
- Read and interpret plans, specifications, and manuals.
- Overhaul, repair, maintain and inspect automobiles, light and heavy-duty vehicles, and equipment.
- Demonstrate work methods and procedures, and equipment.
- Operation techniques to lesser skilled personnel and answer questions regarding diagnosis, trouble-shooting, and repair practices.
- Enforce safety rules and policies.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with staff, management, contractors, and vendors.
- Complete and check work service records and time reports.

## Education and Experience Requirements:

### ***Education:***

- Equivalent to high school graduation or G.E.D., supplemented by vocational coursework, training, or certification in fire equipment technology.
- Class B or A CDL Driver License and acceptable driving record.

- ASE Mechanic certification is preferred.
- California Fire Mechanics Academy (CFMA) / Emergency Vehicle Technician (EVT) Level I, II, and III certifications are highly desirable.
- Must obtain Emergency Vehicle Technician I (EVT 1) certification within two years of hire date.
- Must obtain EVT II certification within three years of hire date.
- Must obtain EVT III certification within four years of hire date.
- Must pass a pre-employment drug screen, physical, criminal background check, polygraph examination, and psychological evaluation.

***Experience:***

- Four or more years of diagnosis, repair, and maintenance experience involving fire apparatus and light-duty vehicles and fire equipment, including diesel equipment.

**Physical Profile**

Work is performed in a typical automotive repair shop or fire station with the following characteristics:

- Mobility – frequent bending, twisting, reaching, kneeling, and lifting such as retrieving and replacing materials, supplies and inventory maintenance, and repairing vehicles and heavy equipment.
- Lifting – frequently up to 50 pounds; occasionally up to 75 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; regular repair tools; frequent grasping, holding, and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; systematic supervisor and co-worker contact; occasional working alone.
- Environmental – Work is performed in an automotive repair shop or at a fire station; may be subject to exposure to extreme weather conditions, hazardous chemicals, and fumes common to automotive repair shops.
- Operates various emergency vehicles and equipment on an as-needed basis (for testing purposes)

FLSA Status: Non-Exempt  
Date Approved: 07/27/2022



## Chino Valley Fire District Position Classification

### Fire Equipment Mechanic Fire Apparatus and Fleet Mechanic

#### Position Summary

Under the general supervision of the Deputy Chief of Support Services and/or their designee, performs skilled work in the full range of equipment, vehicles, and fire service apparatus of the District; performs related duties as assigned.

#### Essential Job Functions

*The following are the duties performed by employees in this classification. However, this job specification is intended to identify essential functions and requirements of the job and should not be considered all-inclusive.*

- Performs safety inspections, work-quality control, routine and preventive maintenance, repair heavy truck chassis, fire components, pumpers, aerials, ambulances, and other District vehicles.
- Performs major repair work on water pumps and pump transmissions, foam systems, water valves and instrumentation, drive-train, steering, hydraulic, electrical, suspension, air compression, air/hydraulic brake systems, ignition, hydraulic pumps, electrical and controls and air conditioning systems.
- Inspects, diagnoses, repairs, overhauls, and replaces systems and components including, but not limited to engines, brakes, transmission, suspension, steering, cooling, heating/ventilation/air conditioning, exhaust, electrical, fuel systems (diesel, gasoline, CNG, electromotive), emissions, hydraulic, body/cabin, safety, District generators, District compressors, and related computer-controlled systems or components.
- Inspects wheels and tires; performs all tire maintenance functions, including dismounting, repairing, remounting, and balancing various tires in service on District fleet vehicles.
- Performs fabrication tasks using various welding and cutting tools and equipment.
- Identifies needed parts, prepares part(s) request form, and conducts quality control on amounts received.
- Responds to road calls and performs on-site diagnostics and repairs on vehicles and equipment.
- Performs work as directed by the Deputy Chief and/or their designee.
- Performs occasional metal work such as cutting, welding, soldering, minor fabrication and outfitting of new vehicles.
- Ensures shop cleanliness and maintenance regularly.
- Processes and tracks repair orders.
- Performs road tests on vehicles to assure proper operating levels.
- Operates computer to document repair work and maintenance daily.
- Monitors and advises all safety-related issues related to the shop area, vehicles, and wherever maintenance is performed.
- Available-May need to perform emergency repair work after hours, including nights, weekends, and holidays.
- Keeps current with new technology, including participating in District-wide required training.

## **Fire Equipment Mechanic Fire Apparatus**

- Disposes of hazardous waste by safety guidelines.
- Assists with District events, functions, and training for firefighters/drivers.
- Prioritize work assignments based on the District's evolving priorities and day-to-day needs.
- Review service orders or work requests and independently diagnoses causes of more complex problems determines the extent of needed repairs or adjustments and whether exterior repairs or manufacturer recall work might be required
- Other duties as assigned.

### Qualifications

#### Knowledge of:

- Occupational hazards and standard safety precautions necessary in the performance of the work.
- Gasoline and diesel engines' operating principles and mechanical repair of heavy trucks and equipment.
- Methods, materials, tools, and techniques in diagnosing, repairing, and maintaining various heavy and light equipment.
- Electrical, electronic, and heavy equipment hydraulic systems.
- Safety procedures and precautions governing the operation, maintenance, and use of tools, vehicles, and equipment.
- Operating principles of gasoline and diesel engines and fuel injection systems: mechanical tune-up, smog testing, and general repair and maintenance procedures and techniques.
- Diagnosis and troubleshooting procedures required to solve significant maintenance and complex repair problems.
- Effective customer serviceDemonstrate exemplary customer service.

#### Ability to:

- Work and act independently.
- Operate volt ohmmeter, amp meter, pressure gauges, nozzle, and valve repair kits, calibrating tools for engines, rakes, micrometers, dial calipers, welders, grinders, etc. torches, brazing rods, precision gauges, and inspection, and/ diagnostic equipment.
- Utilizes Fire District provided quality tool sets, specialty tools, diagnostic software to perform all repairs. Mechanic may elect to use personal tool sets but is not required to do so.
- Read and follow the simple to complicated instructions, schematics, and other information in
- repair manuals and repair of fire and EMS vehicles and equipment.
- Perform calculations and work with numbers to solve problems.
- Read and understand reference books and complicated procedures and manuals.
- Pay attention to detail while ensuring crews observe safety precautions.
- Appropriately record repairs and parts used.
- Adapt available tools and repairing parts to specific repair problems.
- Use a computer and basic knowledge of word processing.
- Performing welding, cutting, and fabrication work.
- Responsibly use and care for tools used in equipment repair work.
- Complete and check work service records and time reports.
- Establish and maintain effective working relationships with staff, management, contractors, and vendors.
- Overhaul, repair, maintain and inspect automobiles, light and heavy-duty vehicles, and equipment.

### Education and Experience Requirements:

#### Education:

- Completion of High School Diploma or equivalent.
- Possession of a California Class A or B California Driver License (CDL) and acceptable with a favorable driving record, or the ability to obtain acquire within six

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## Fire Equipment Mechanic Fire Apparatus

months of employment.

- ASE Mechanic certification preferred.
- Must obtain Emergency Vehicle Technician (EVT) I certification within two years of hire date.
- As a pre-requisite for D step advancement, must obtain Emergency Vehicle Technician (EVT) II certification within three years of hire date.
- As a pre-requisite for E step advancement, must obtain Emergency Vehicle Technician (EVT) III certification within four years of hire date.
- The incumbent must maintain all certifications throughout the course of employment in this classification.
- California Fire Mechanics Academy (CFMA) Level I certification is desirable.
- Successful completion of the California Fire Mechanics Academy (CFMA) certification for Fire Mechanic I is required within two years of employment. The acquisition of the Fire Mechanic II certification is required within four (4) years of appointment to the classification.
- The incumbent must maintain all certifications throughout the course of employment in this classification.
- Required journey level hand tools sized to a minimum of 1 1/2".

### Experience:

- Three (3) years of mechanical repair and maintenance work on light and heavy gasoline/diesel machinery, or equivalent combination of education and experience.
- Knowledge and experience, including the repair, service, and maintenance of fire equipment, is required.

### Highly Desired:

- Emergency Vehicle Technician Series I, II & III.
- ASE mechanic certification in applicable fields.
- MVAC Technician Certificate – EPA Clean Air Section 609.

### Physical Profile

Work is performed in a typical automotive repair shop, field, or fire station with the following characteristics:

- Mobility – frequent bending, twisting, reaching, kneeling, and lifting such as retrieving and replacing materials, supplies and inventory maintenance, and repairing vehicles and heavy equipment.
- Lifting – frequently up to 50 pounds; occasionally up to 75 pounds.
- Vision – constant use of overall vision; frequent reading and close-up work; occasional color and depth vision.
- Dexterity – frequent repetitive motion; regular repair tools; grasping, holding, and reaching.
- Hearing/Talking – frequent hearing and talking, in person and on the phone.
- Emotional/Psychological – frequent decision-making and concentration; systematic supervisor and co-worker contact; occasional working alone.
- Environmental – Work is performed in an automotive repair shop or at a fire station; may be subject to exposure to extreme weather conditions, hazardous chemicals, and fumes common to automotive repair shops.
- Operates various emergency vehicles and equipment on an as-needed basis (for testing purposes).

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~~Fire Equipment~~  
Mechanic Fire Apparatus

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