



ORANGE COUNTY FIRE AUTHORITY AGENDA

Human Resources Committee Regular Meeting

Tuesday, May 4, 2021

12:00 Noon

Regional Fire Operations and Training Center

Board Room

1 Fire Authority Road
Irvine, California 92602

Committee Members

Michele Steggell, Chair
Gene Hernandez, Vice Chair

Ed Sachs • Noel Hatch • Joe Kalmick • Sandy Rains • Ross Chun

This Agenda contains a brief general description of each item to be considered. Except as otherwise provided by law, no action or discussion shall be taken on any item not appearing on the following Agenda. Unless legally privileged, all supporting documents, including staff reports, and any writings or documents provided to a majority of the Human Resources Committee after the posting of this agenda are available for review at the Orange County Fire Authority Regional Fire Operations & Training Center, 1 Fire Authority Road, Irvine, CA 92602 or you may contact the Clerk of the Authority at (714) 573-6040 Monday through Thursday, and every other Friday from 8 a.m. to 5 p.m. and available online at <http://www.ocfa.org>



In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the Clerk of the Authority at (714) 573-6040 and identify the need and the requested modification or accommodation. Please notify us as soon as is feasible, however 48 hours prior to the meeting is appreciated to enable the Authority to make reasonable arrangements to assure accessibility to the meeting.

NOTICE REGARDING PUBLIC PARTICIPATION DURING COVID-19 EMERGENCY

During the Statewide COVID-19 Emergency, the public is not permitted to convene in person for this public meeting. However, the public may still view and comment on the meeting as follows:

- To watch the meeting online, please go to website at www.OCFA.org
- To submit an e-comment, please email to PublicComments@ocfa.org

You may comment on items on the agenda or not on the agenda. Your comments will be forwarded electronically and immediately to the members of the Committee. Comments related to a particular agenda item will only be considered prior to the close of public comments on that item.

CALL TO ORDER by Chair Steggell

PLEDGE OF ALLEGIANCE by Director Chun

ROLL CALL by Clerk of the Authority

PUBLIC COMMENTS

Please refer to instructions on how to submit a public comment during COVID-19 Emergency on Page 1 of this Agenda.

1. PRESENTATIONS

- Best and Bravest Honorees for Human Resources Department for 2020

2. CONSENT CALENDAR

All matters on the consent calendar are considered routine and are to be approved with one motion unless a Director or a member of the public requests separate action on a specific item.

A. Minutes from the February 2, 2021, Regular Human Resources Committee Meeting

Submitted by: Maria Huizar, Clerk of the Authority

Recommended Action:

Approve as submitted.

B. Minutes from the April 28, 2021, Special Human Resources Committee Meeting

Submitted by: Maria Huizar, Clerk of the Authority

Recommended Action:

Approve as submitted.

3. DISCUSSION CALENDAR

A. Classification and Compensation Recommendations for Fleet Services Occupational Series

Submitted by: Stephanie Holloman, Assistant Chief/Human Resources Director and Tamaryn Boston, Human Resources Manager

Recommended Actions:

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of May 27, 2021, with the Human Resources Committee's recommendation that the Executive Committee:

1. Approve the establishment of the Equipment Technician I/II, Heavy Equipment Technician I/II, and Communications Installer I/II flexible classification series, with corresponding salary ranges.
2. Approve the retitling and adoption of the revised classification specification with corresponding salary range for Fire Apparatus Technician to Equipment Technician II, Senior Fire Apparatus Technician to Heavy Equipment Technician II, Fire Apparatus

- Parts Specialist to Equipment Parts Specialist, and Senior Fire Apparatus Parts Specialist to Senior Equipment Parts Specialist.
3. Approve the reclassification of one (1) Assistant Fire Apparatus Technician to Heavy Equipment Technician I, one (1) Fire Apparatus Parts Specialist to Service Center Technician I, seven (7) Fire Apparatus Parts Specialists to Communications Installer I, one (1) Fire Apparatus Parts Specialist to Supply Services Specialist, and one (1) Communications Installer to Communications Installer II.
 4. Approve adoption of the revised classification specifications for Fleet Services Supervisor and Fleet Services Coordinator, with corresponding salary ranges.

B. Professional Standards Unit Update

Submitted by: Lori Zeller, Deputy Chief/Administration and Support Bureau and Stephanie Holloman, Assistant Chief/Human Resources Director

Recommended Action:

Review and file the report.

COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS**
- **COMMITTEE MEMBER COMMENTS**

CLOSED SESSION

The Brown Act permits legislative bodies to discuss certain matters without members of the public present. The Board of Directors find, based on advice from the General Counsel, that discussion in open session of the following matters will prejudice the position of the Agency in existing and anticipated litigation:

CS1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – One case.

CLOSED SESSION REPORT - The General Counsel will report on any action(s) taken.

ADJOURNMENT – The next regular meeting of the Human Resources Committee is scheduled for Tuesday, August 3, 2021, at 12:00 noon.

AFFIDAVIT OF POSTING

I hereby certify under penalty of perjury and as required by the State of California, Government Code § 54954.2(a), that the foregoing Agenda was posted in the lobby and front gate public display case of the Orange County Fire Authority, Regional Training and Operations Center, 1 Fire Authority Road, Irvine, CA, not less than 72 hours prior to the meeting.

Maria D. Huizar, CMC
Clerk of the Authority

UPCOMING MEETINGS:

Budget and Finance Committee
Executive Committee
Board of Directors

Wednesday, May 12, 2021, 12 noon
Thursday, May 27, 2021, 5:30 p.m.
Thursday, May 27, 2021, 6:00 p.m.

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee Regular Meeting
Tuesday, February 2, 2021
12:00 Noon

Regional Fire Operations and Training Center
Boardroom
1 Fire Authority Road
Irvine, CA 92602

CALL TO ORDER

A regular meeting of the Human Resources Committee was called to order on February 2, 2021, at 12:02 p.m. by Vice Chair Steggell.

PLEDGE OF ALLEGIANCE

Director Shawver led the assembly in the Pledge of Allegiance to our Flag.

ROLL CALL

Present: Michele Steggell, La Palma, Vice Chair
Noel Hatch, Laguna Woods*
Gene Hernandez, Yorba Linda*
David Shawver, Stanton*
Ed Sachs, Mission Viejo*

Absent: Vince Rossini, Villa Park, Chair

Also present were:

Fire Chief Brian Fennessy
Assistant Chief Randy Black
Assistant Chief Kenny Dossey
Assistant Chief Lori Smith
General Counsel David Kendig
Legal Counsel Keith Dobyns

Deputy Chief Lori Zeller
Assistant Chief Robert Cortez
Assistant Chief/Dir. Stephanie Holloman
Assistant Chief Phil Johnson
Clerk of the Authority Maria D. Huizar

**Human Resources Committee Members participating via Teleconferencing*

REPORTS (FILE 12.02D6)

Assistant Chief of Emergency Medical Services (EMS) Randy Black provided an update of the OCFA Cancer Awareness & Prevention Month, held in January, in cooperation with Local 3631 to fight against firefighter cancer.

Director of Human Resources Stephanie Holloman provided a 90-Day Report update of strategic goals and objectives underway within the Human Resources Department.

PUBLIC COMMENTS

Vice Chair Steggell opened the Public Comments portion of the meeting. Vice Chair Steggell closed the Public Comments portion of the meeting without any comments from the general public.

1. PRESENTATIONS (FILE 12.02D9)

Director of Human Resources Stephanie Holloman gave a presentation regarding Employment Law which highlighted New Cal/OSHA reporting requirements; the comprehensive Consolidated Appropriations Act; and significant other State legislative actions governing Human Resources processes.

2. CONSENT CALENDAR

On motion of Director Shawver and second by Director Hernandez, and following a roll call vote, declared passed 5-0 (Director Rossini absent) to approve Items 2A-2B.

A. Minutes for the Special Human Resources Committee Meeting on November 10, 2020 (FILE 12.02D2)

Action: Approve as submitted.

B. Minutes for the Special Human Resources Committee Meeting on January 5, 2021 (FILE 12.02D2)

Action: Approve as submitted.

3. DISCUSSION CALENDAR

A. Election of Chair and Vice Chair (FILE 12.02D1)

Vice Chair Steggell opened the nominations for Chair of the Human Resources Committee.

Director Shawver nominated Director Steggell with a second by Director Hernandez. There were no additional nominations and following a roll call vote, declared Director Steggell elected 5-0 (Director Rossini absent) to serve as Chair for the ensuing term.

Chair Steggell opened the nominations for Vice Chair of the Human Resources Committee.

Director Shawver nominated Director Hernandez with a second by Chair Steggell. There were no additional nominations. Following a roll call vote, declared Director Hernandez elected, by 5-0 (Director Rossini absent) to serve as Vice Chair for the ensuing term.

COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS (FILE 12.02D6)**
Director of Human Resources Stephanie Holloman offered no comments.
- **COMMITTEE MEMBER COMMENTS**
The Committee Members offered no comments.

RECESS TO CLOSED SESSION

CS1. CONFERENCE WITH LEGAL COUNSEL–ANTICIPATED LITIGATION

Authority: Government Code Section 54956.9(b) – Significant Exposure to Litigation (3 Cases)
(FILE 12.02D5)

CLOSED SESSION REPORT (FILE 12.02D5)

General Counsel David Kendig stated there were no reportable actions.

ADJOURNMENT – Vice Chair Steggell adjourned the meeting at 1:21 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, May 4, 2021, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority

MINUTES ORANGE COUNTY FIRE AUTHORITY

Human Resources Committee Special Meeting
Wednesday, April 28, 2021
2:00 p.m.

Regional Fire Operations and Training Center
Boardroom
1 Fire Authority Road
Irvine, CA 92602

CALL TO ORDER

A special meeting of the Human Resources Committee was called to order on April 28, 2021, at 2:02 p.m. by Chair Steggell.

ROLL CALL

Present: Michele Steggell, La Palma, Chair*
Gene Hernandez, Yorba Linda, Vice Chair*
Noel Hatch, Laguna Woods*
Ross Chun, Aliso Viejo*
Sandy Rains, Laguna Niguel*
Ed Sachs, Mission Viejo*
Joe Kalmick, Seal Beach

Absent: None

Also present were:

Assistant Chief/Dir. Stephanie Holloman
General Counsel David Kendig

Legal Counsel Keith Dobyns
Clerk of the Authority Maria D. Huizar

PUBLIC COMMENTS

Chair Steggell opened the Public Comments portion of the meeting. Vice Chair Steggell closed the Public Comments portion of the meeting without any comments from the general public.

**Human Resources Committee Members participating via Teleconferencing*

RECESS TO CLOSED SESSION

CS1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

Pursuant to Government Code section 54957(b).
(FILE 12.02D5)

CS2. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION

Pursuant to Government Code section 54956.9(d)(2) and (d)(3) – One (1) potential case.
(FILE 12.02D5)

CLOSED SESSION REPORT (FILE 12.02D5)

General Counsel David Kendig stated there were no reportable actions.

COMMENTS

- **HUMAN RESOURCES DIRECTOR'S COMMENTS (FILE 12.02D6)**
Director of Human Resources Stephanie Holloman offered no comments.
- **COMMITTEE MEMBER COMMENTS**
The Committee Members offered no comments.

ADJOURNMENT – Chair Steggell adjourned the meeting at 2:59 p.m. The next regular meeting of the Human Resources Committee is scheduled for Tuesday, May 4, 2021, at 12:00 noon.

Maria D. Huizar, CMC
Clerk of the Authority



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
May 4, 2021

Agenda Item No. 3A
Discussion Calendar

**Classification and Compensation Recommendations for
Fleet Services Occupational Series**

Contact(s) for Further Information

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Human Resources

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Summary

This agenda item is submitted for approval to implement several classification and compensation recommendations resulting from a comprehensive study of the Fleet Services occupational series. This study was conducted pursuant to the 2018-2020 Memorandum of Understanding (MOU) between the Orange County Fire Authority (OCFA) and the Orange County Employees Association (OCEA).

Prior Board/Committee Action

Not Applicable.

RECOMMENDED ACTION(S)

Review the proposed agenda item and direct staff to place the item on the agenda for the Executive Committee meeting of May 27, 2021, with the Human Resources Committee's recommendation that the Executive Committee:

1. Approve the establishment of the Equipment Technician I/II, Heavy Equipment Technician I/II, and Communications Installer I/II flexible classification series, with corresponding salary ranges.
2. Approve the retitling and adoption of the revised classification specification with corresponding salary range for Fire Apparatus Technician to Equipment Technician II, Senior Fire Apparatus Technician to Heavy Equipment Technician II, Fire Apparatus Parts Specialist to Equipment Parts Specialist, and Senior Fire Apparatus Parts Specialist to Senior Equipment Parts Specialist.
3. Approve the reclassification of one (1) Assistant Fire Apparatus Technician to Heavy Equipment Technician I, one (1) Fire Apparatus Parts Specialist to Service Center Technician I, seven (7) Fire Apparatus Parts Specialists to Communications Installer I, one (1) Fire Apparatus Parts Specialist to Supply Services Specialist, and one (1) Communications Installer to Communications Installer II.
4. Approve adoption of the revised classification specifications for Fleet Services Supervisor and Fleet Services Coordinator, with corresponding salary ranges.

Impact to Cities/County

Not Applicable.

Fiscal Impact

The annual impact of this reclassification is \$16,943, which will be incorporated into future budgets.

Background

Orange County Fire Authority's Fleet Services Division is responsible for ensuring the effective and timely repair, servicing, and maintenance of all 530 vehicles, apparatus, and equipment. This Division also works closely with OCFA's managers and other personnel concerning new vehicle specifications and purchases, maintenance schedules, replacement prioritization and service. Finally, this Division identifies and initiates projects to improve apparatus and automotive-related functions, mechanical systems, administrative areas, safety, and operating efficiencies.

In the 2018-2021 Memorandum of Understanding (MOU) between the Orange County Fire Authority (OCFA) and the Orange County Employees Association (OCEA), OCFA agreed to conduct a classification study for the Service Center occupational series, as well as up two (2) additional job series studies before the end of year three [Article XXII, Section 2(C)]. After the results of the Service Center study were implemented, OCEA requested that the Fleet Services occupational series be studied. Koff & Associates (Koff) was retained to conduct a comprehensive classification and compensation study on the Fleet Services occupational series. The study commenced in November 2019 and evaluated the essential duties of the occupational series in order to identify the scope and complexity of work, develop a sound classification structure with a defined career ladder, and recommend an equitable base salary structure that is both internally equitable and externally competitive.

Classifications are often grouped in an occupational series. Fleet Services currently includes two occupational series, including a fire equipment maintenance series and a fire apparatus parts series. The six-level fire equipment maintenance series begins with an entry-level classification (Fleet Assistant) and progresses to skilled (Assistant Fire Apparatus Technician), journey-level (Fire Apparatus Technician and Senior Fire Apparatus Technician), and finally supervisory classifications (Fleet Services Supervisor and Fleet Services Coordinator). The two-level fire apparatus parts series includes an entry-level classification (Fire Apparatus Parts Specialist) and progresses to the supervisory classification (Senior Fire Apparatus Parts Specialist). The fire apparatus parts series is used both in Fleet Services, as well as the Information Technology Division, Communications, and Infrastructure Section.

Reclassification Recommendations

Reclassification recommendations are made for positions that are better aligned with a differing class due to the level and scope of work, and/or job functions that have been added to or removed from those positions over time. The study resulted in eleven (11) positions, allocated to three (3) classifications, to be reclassified, as noted in the table below. Not every incumbent in the current classification is recommended for a reclassification.

CURRENT CLASSIFICATION TITLE	PROPOSED CLASSIFICATION TITLE
Assistant Fire Apparatus Technician (1)	Heavy Equipment Technician I
Fire Apparatus Parts Specialist (1)	Service Center Technician I
Fire Apparatus Parts Specialist (7)	Communications Installer I
Fire Apparatus Parts Specialist (1)	Supply Services Specialist
Communications Installer (1)	Communications Installer II

Title Change Recommendations

Title changes noted in the table below are recommended to more clearly reflect the level and scope of work being performed, to consolidate work into broader categories that could be used Authority-wide, as well as to establish consistency with the labor market and industry standards.

CURRENT CLASSIFICATION TITLE	PROPOSED CLASSIFICATION TITLE
Fire Apparatus Technician	Equipment Technician II
Senior Fire Apparatus Technician	Heavy Equipment Technician II
Fire Apparatus Parts Specialist	Equipment Parts Specialist
Senior Fire Apparatus Parts Specialist	Senior Equipment Parts Specialist

New Classifications

To accommodate changes in organizational structure and responsibilities, a flexible staffing classification of Communications Installer I/II was created. The Authority currently has the classification of Communications Installer Seven (7) of the current employees who participated in this study and who are assigned to the Information Technology Division, Communications and Infrastructure Section as Fire Apparatus Parts Specialist are recommended to be reclassified to the Communications Installer I classification.

In addition, a flexible staffing classification of Equipment Technician I/II and Heavy Equipment Technician I/II was created. The four (4) existing positions classified as Fire Apparatus Technician were recommended to have their titles changes to the new title of Equipment Technician II. The thirteen (13) existing position classified as Senior Fire Apparatus Technician were recommended to have their titles changed to Heavy Equipment Technician II. By adding the I or entry-level to this classification series, it will provide the Authority with flexibility with staffing during the recruitment process.

Salary Range Recommendations

Upon completion of the classification portion of the study, including the creation of new classifications that accurately reflect the level and scope of work performed, an external market study was performed to determine how OCFA compares with other California public agencies in terms of compensation.

A benchmark is a job that is found in many organizations and performed by several individuals who have similar duties and require similar qualifications. The Equipment Technician II (currently the Fire Apparatus Technician) is the benchmark classification of the Fleet Services fire equipment mechanic occupational series. The external market study revealed that our current Fire Apparatus Technician salary is above market when compared to public agencies in our labor market. Providing for internal equity and external competition, the proposed salary range for the Fleet Services fire equipment mechanic occupational series is as follows:

FIRE EQUIPMENT MECHANIC SERIES CURRENT LEVELS/HOURLY RATE			
Level	Classification	Min Hourly Rate	Max Hourly Rate
1	Fleet Assistant (<i>Studied in 2019</i>)	\$16.12	\$21.72
2	Assistant Fire Apparatus Technician	\$24.12	\$32.51
3	Fire Apparatus Technician	\$27.63	\$37.24

4	Senior Fire Apparatus Technician	\$29.82	\$40.20
5	Fleet Services Supervisor	\$33.75	\$45.49
6	Fleet Services Coordinator	\$34.63	\$46.67

**FIRE EQUIPMENT MECHANIC SERIES
PROPOSED LEVELS/HOURLY RATE**

Level	Classification	Min Hourly Rate	Max Hourly Rate
1	Fleet Assistant (<i>No change</i>)	\$16.12	\$21.72
2	Equipment Technician I	\$23.04	\$31.05
3	Equipment Technician II	\$25.62	\$34.53
4	Heavy Equipment Technician I	\$28.11	\$37.89
5	Heavy Equipment Technician II	\$30.81	\$41.53
6	Fleet Services Coordinator	\$32.84	\$44.26
7	Fleet Services Supervisor	\$35.78	\$48.22

The Equipment Parts Specialist (currently the Fire Apparatus Parts Specialist) is the benchmark classification of the Fleet Services fire apparatus parts occupational series. The external market study revealed that our current Fire Apparatus Parts Specialist salary is below market when compared to public agencies in our labor market. Providing for internal equity and external competition, the proposed salary range for the Fleet Services fire apparatus parts occupational series is as follows:

**FIRE APPARATUS PARTS SERIES
CURRENT LEVELS/HOURLY RATE**

Level	Classification	Min Hourly Rate	Max Hourly Rate
1	Fire Apparatus Parts Specialist	\$20.39	\$27.48
2	Senior Fire Apparatus Parts Specialist	\$24.48	\$32.99

**FIRE APPARATUS PARTS SERIES
PROPOSED LEVELS/HOURLY RATE**

Level	Classification	Min Hourly Rate	Max Hourly Rate
1	Equipment Parts Specialist	\$21.35	\$28.77
2	Senior Equipment Parts Specialist	\$24.48	\$32.99

Providing for internal equity and external competition, the proposed salary range for the new Communications Installer I/II flexible classifications are as follows (The entire Communications Technical series was not studied):

**COMMUNICATIONS TECHNICAL SERIES
CURRENT LEVELS/HOURLY RATE**

Level	Classification	Min Hourly Rate	Max Hourly Rate
1	Communications Installer	\$21.78	\$29.35

PROPOSED LEVELS/HOURLY RATE

Level	Classification	Min Hourly Rate	Max Hourly Rate
1	Communications Installer I	\$20.39	\$27.48
2	Communications Installer II	\$23.04	\$31.05

The proposed classification specifications are attached.

Attachment(s)

1. Proposed Equipment Technician I/II Classification Specification
2. Proposed Heavy Equipment Technician I/II Classification Specification
3. Proposed Fleet Services Coordinator Classification Specification
4. Proposed Fleet Services Supervisor Classification Specification
5. Proposed Equipment Parts Specialist Specification
6. Proposed Senior Equipment Parts Specialist Classification Specification
7. Proposed Communications Installer I/II Classification Specification



June 2020
FLSA: Non-Exempt

EQUIPMENT TECHNICIAN I/II

DEFINITION

Under immediate (Equipment Technician I) to general (Equipment Technician II) supervision, performs a variety of routine and semi-skilled mechanic duties to repair, service, and maintain a variety of fire apparatus equipment weighing up to 15,000 pounds; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Equipment Technician I) to general (Equipment Technician II) supervision from assigned supervisory and/or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Equipment Technician I – The Equipment Technician I is the first level in the two-level Equipment Technician series and is part of the broader seven level Fire Equipment Maintenance series. Initially under close supervision, incumbents learn and perform routine duties in the Fleet Services Center including the repair and servicing of various types of gasoline and diesel-powered equipment. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Equipment Technician II level but are not expected to function at the same skill level, and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Equipment Technician II – The Equipment Technician II is the second level in the two-level Equipment Technician series and is part of the broader seven level Fire Equipment Maintenance series. This is the fully qualified journey-level classification in the Equipment Technician series. Positions at this level are distinguished from the Equipment Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Fleet Services Supervisor in that the latter performs full supervisory duties and supervises lower level staff.

Positions in the Equipment Technician class series are flexibly staffed; positions at the Equipment Technician II level are normally filled by advancement from the Equipment Technician I level; progression to the Equipment Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Equipment Technician II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Equipment Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Performs safety inspections, routine, and preventative maintenance on a variety of equipment including automobiles, trucks, forklifts, UTV, electric golf carts, woodchippers, airport tugs, floor cleaners, boat motors, generators, compressed air foam systems, and fire water pumps.
- Maintains Authority vehicles in proper condition by receiving and responding to operator complaints, conducting inspections, repairing engine failures, repairing mechanical and electrical systems malfunctions, and replacing parts and components.
- Performs preventative maintenance on Authority vehicles and equipment such as oil changes, tune-ups, lubes, tire rotations, engine and radiator flushes, and filter replacements.
- Performs bumper to bumper minor body work and painting including rust repair.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls equipment braking systems including anti-lock brake systems, traction control systems, brake rotors, brake drums, brake pads, brake shoes, master cylinders, hydro boost systems, power bleed brake systems, and machine brake rotors and drums.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls gasoline and diesel engines including removal and replacement of engine lock block, turbo chargers, oil coolers, valves, high pressure oil systems, glow plug modules and plugs, diesel and gasoline injectors, motor mounts, exhaust manifolds, intake manifolds, throttle bodies, carburetors, diesel injection pumps, and emission systems; performs opacity testing.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls equipment starting and charging systems including batteries, starters, alternators, dual alternator systems, and on-board charging systems.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls equipment steering and suspension systems including steering gears, steering linkage, rack and pinion units, control arms, ball joints, shock absorbers, steering stabilizers, sway bar systems, power steering pumps, hydro boost systems and alignments, and/or other related parts.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls equipment drive train systems including removal and replacement of automatic transmissions, transfer cases, drive shafts and u joints, wheel bearing, four-wheel drive hubs, and overhaul axle differentials.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls electrical and computer systems including repairing of shorts in circuits, testing loads on systems, installation of entire electrical circuits, programming load manager computers, programming body control modules, and multiplexing systems.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls ignition systems including standard ignition systems, distributor less ignition systems, and coil on plug systems; removes and replaces distributors, coils, coil packs, and spark plugs; sets ignition timing.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls engine cooling systems including removal and replacement of radiators, thermostats, fan clutches, water pumps, heater cores, and associated hoses.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls air conditioning systems including automatic climate control systems; properly recovers refrigerant; removes and replaces compressors, evaporators, accumulators, orifice tubes, thermostatic expansion valves, and all associated hoses.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls fire water pumps, compressed air foam systems, and associated valves and plumbing.
- Diagnoses, adjusts, repairs, replaces, and/or overhauls hydraulic systems including hydraulic pumps, valves, cylinders, tanks, and associated hoses.
- Services, removes, replaces, and/or repairs a variety of systems and/or components including drive belts, pulleys, voltage regulators, cylinder head gaskets, intake manifold gaskets, and emission control systems.

- Fabricates metal parts including mild steel, aluminum, and stainless steel.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- As assigned, performs heavy equipment preventative maintenance including changing oils and filters, fire pump testing, steam cleaning chassis, and tire removal and placement; assists Heavy Equipment Technician I/II's with their work as required.
- Troubleshoots, diagnoses, and repairs emergency electrical equipment including air horns, sirens, lightbars, on board computer systems, and other related equipment.
- Maintains work, time, and material records.
- Performs vehicle repair work in the field.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, equipment, materials, and tools used in overhaul repairs including a wide variety of light automotive and power equipment.
- Operating principles of gasoline, diesel, and natural gas engines, and mechanical repair of light trucks and other equipment.
- Operational characteristics of electrical and electronic components used in modern vehicles and equipment.
- Methods and techniques of using diagnostic equipment to evaluate maintenance needs in a diverse range of vehicles and equipment.
- Hand and power tools and heavy equipment used in the course of work.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Occupational hazards and safety equipment and practices related to the work.
- Principles and procedures of record-keeping and reporting.
- Authority and mandated safety rules, regulations, and protocols.
- Orange County geography and street layout.
- Safe driving practices and techniques; applicable California Vehicle Codes.
- GPS for driving purposes.
- Basic principles and procedures of record-keeping and reporting.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Inspect, locate, correct, or adjust malfunctions or defects in complex repairs needed for all systems in a diverse range of vehicles and equipment.
- Troubleshoot and determine appropriate action in the maintenance and repair of automobiles, trucks, and a variety of diesel, gasoline, electric, and natural gas-powered maintenance equipment.
- Use a diverse range of diagnostic tools to identify maintenance needs.

- Operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and lighting.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Read and follow maps and/or use GPS to determine best routes.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equipment Technician I/II - Equivalent to completion of the twelfth (12th) grade supplemented by vocational training in vehicle maintenance and repair.

Experience:

- Equipment Technician I – Two (2) years of experience in the repair and maintenance of gasoline and diesel-powered equipment.
- Equipment Technician II – Two (2) years of experience performing duties similar to an Equipment Technician I with the OCFA or other fire agency.

Licenses and Certifications:

- Possession of, or successful acquisition by time of appointment, a valid Class C California driver's license, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid Class B California driver's license, with air brake and tanker endorsements, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a warehouse environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend from fire apparatus and vehicles, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; vision including color vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights with the appropriate equipment on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees primarily work in a maintenance shop and in the field and are exposed to loud and excessive noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, grease, oils, solvents, vermin, insects, and parasites, biologic and infectious agents, hazardous physical substances and odors, fumes, dust and air contaminants, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, and work at heights using stationary and mobile ladders. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work various shifts or emergencies on evenings, weekends, and holidays. May travel to and from remote locations for incident assignments and may be required to stay in remote locations without accommodations.



June 2020
FLSA: Non-Exempt

HEAVY EQUIPMENT TECHNICIAN I/II

DEFINITION

Under immediate (Heavy Equipment Technician I) to general (Heavy Equipment Technician II) supervision, performs a variety of major and minor mechanical and electrical repairs and adjustments on a variety of fire apparatus equipment weighing over 15,000 pounds; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Heavy Equipment Technician I) to general (Heavy Equipment Technician II) supervision from assigned supervisory and/or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Heavy Equipment Technician I - The Heavy Equipment Technician I is the first level in the two-level Heavy Equipment Technician series and is part of the broader seven level Fire Equipment Maintenance series. Initially under close supervision, incumbents learn and perform routine duties in the Fleet Services Center including the repair and servicing of a variety of heavy fire apparatus equipment. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Heavy Equipment Technician II level but are not expected to function at the same skill level, and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Heavy Equipment Technician II – The Heavy Equipment Technician II is the second level in the two-level Heavy Equipment Technician series and is part of the broader seven level Fire Equipment Maintenance series. This is the fully qualified journey-level classification in the Heavy Equipment Technician series. Positions at this level are distinguished from the Heavy Equipment Technician I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Fleet Services Supervisor in that the latter performs full supervisory duties and supervises lower level staff.

Positions in the Heavy Equipment Technician class series are flexibly staffed; positions at the Heavy Equipment Technician II level are normally filled by advancement from the Heavy Equipment Technician I level; progression to the Heavy Equipment Technician II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Heavy Equipment Technician II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Heavy Equipment Technician I level may perform some of these duties and responsibilities in a learning capacity.

- Diagnoses, adjusts, repairs, replaces, and/or overhauls a variety of systems and/or components, including breathing air compressors, air monitor systems, foam systems, steering and suspension systems, anti-lock brake systems, aviation crash equipment, hydraulic systems, engines, pinion gear assemblies, drive belts, pulleys, fans, clutches, exhaust systems, cooling systems, manifolds, batteries, alternators, voltage regulators, cylinder head gaskets, intake manifold gaskets, carburetors, emission control systems, on-board computer systems, fuel pumps, seating, transmission and motor mounts, and/or other related equipment or systems.
- Retrofits fire apparatus when technology becomes obsolete including converting foam systems.
- Designs, fabricates, and repairs metal parts including pump mounts, exhaust systems, doors, frames, bumpers, steps, and other parts, utilizing mig and gas welders.
- Performs preventative maintenance such as oil changes, tune-ups, lubes, changing fluids, changing spark plugs, checking ignition timing, checking lighting systems, replacing bulbs, testing batteries, checking equipment for damages, and filter replacements on fire engines, fire trucks, dump trucks, air utility trucks, and other vehicles and equipment.
- Repairs electrical and computer systems on vehicles including shorts in circuits; tests and evaluate loads on systems; programs load manager computers.
- Tests, repairs, and rebuilds valves and pumps; replaces pump packing and seals, impellers, bearing shafts, lantern rings, flapper valves, anodes, thermal relief valves, discharge transducer, pressure sensors, water level gauge and transducer, and calibrate gauges.
- Diagnoses, adjusts, and repairs gasoline and diesel-powered forklifts and booms, 110v and 220v system/generators, trailers, aircraft rescue apparatus, helicopter tug, and outboard boat engines.
- Examines, locates, and repairs mechanical and structural defects in aerial ladder equipment.
- Drives and/or operates heavy fire apparatus.
- Checks tires for wear and damage; repairs, mounts, dismounts, and balances tires; changes and replaces tires on vehicles.
- Maintains vehicle functional condition by receiving and responding to operator complaints, conducting inspections, repairing engine failures, repairing mechanical and electrical systems malfunctions, and replacing parts and components.
- Researches, orders, and obtains parts needed for repairs; locates parts in parts department based on needed repairs; contacts outside vendors for parts orders; maintains list of part numbers.
- Participates on the apparatus selection committee; attends pre-bid meeting with manufacturers to review, evaluate, and grade proposals; attends middle and final build meetings; works with other Authority staff to ensure equipment meets department needs.
- Reads and interprets technical manuals and blueprints to facilitate installation, servicing, repair, and replacement services and activities.
- Maintains work, time, and material records.
- Lifts heavy supplies, materials, and equipment; transports heavy equipment.

- Performs vehicle repair work in the field including areas outside of Orange County.
- Responds to emergency incidents to provide supplies, materials, and equipment during the workday, nights, weekends, or holidays.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operating principles of gasoline, diesel, and natural gas engines, and mechanical repair of medium and heavy gasoline and diesel engine trucks and other equipment.
- Operational characteristics of electrical and electronic components used in modern vehicles and equipment.
- Methods and techniques of using diagnostic equipment to evaluate maintenance needs in a diverse range of fire apparatus, vehicles, and equipment.
- Hand and power tools and heavy equipment used in the course of work.
- Methods, materials, equipment, and tools used in routine welding and fabrication work.
- Parts and repair manuals; ordering parts.
- Occupational hazards and safety equipment and practices related to the work.
- Principles and procedures of record-keeping and reporting.
- Authority and mandated safety rules, regulations, and protocols.
- Orange County geography and street layout.
- Safe driving practices and techniques; applicable California Vehicle Codes.
- GPS for driving purposes.
- Principles and procedures of record-keeping and reporting.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and OCFA staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Inspect, locate, correct, or adjust malfunctions or defects for a diverse range of vehicles and equipment
- Troubleshoot and determine appropriate action in the maintenance and repair of a variety of heavy gasoline and diesel engines.
- Diagnose and repair apparatus pumps and valves.
- Use a diverse range of diagnostic tools to identify maintenance needs.
- Operate a variety of automotive, truck, and heavy equipment and testing equipment in a safe and effective manner.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and lighting.
- Maintain tools and equipment in a clean working condition providing for proper security.
- Read and follow maps and/or use GPS to determine best routes.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Heavy Equipment Technician I/II - Equivalent to completion of the twelfth (12th) grade supplemented by vocational training in vehicle maintenance and repair.

Experience:

- Heavy Equipment Technician I – Two (2) years of experience in the repair and maintenance of heavy gasoline and diesel-powered equipment.
- Heavy Equipment Technician II – Five (5) years of journey-level mechanic experience including two (2) years performing duties similar to a Heavy Equipment Technician I with the Authority or other fire agency.

Licenses and Certifications:

- Possession of, or successful acquisition by time of appointment, a valid Class C California driver's license, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid California Class B driver's license, with air brake, manual transmission, and tanker endorsements, to be maintained throughout employment. Hazardous Material endorsement must be obtained within nine (9) months of appointment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid EPA 609 Air Conditioning certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a warehouse environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend from fire apparatus and vehicles, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; vision including color vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights with the appropriate equipment on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees primarily work in a maintenance shop and in the field and are exposed to loud and excessive noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, grease, oils, solvents, vermin, insects, and parasites, biologic and infectious agents, hazardous physical substances and odors, fumes, dust and air contaminants, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, and work at heights using stationary and mobile ladders. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays. May travel to and from remote locations for incident assignments and may be required to stay in remote locations without accommodations.



June 2020
FLSA: Non-Exempt

FLEET SERVICES COORDINATOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff procuring of parts and equipment within the Fleet Services Center; plans and coordinates a comprehensive master preventive maintenance calendar for vehicles and fire apparatus; assists in writing vehicle specifications and contracts; coordinates disposal of used vehicles and equipment; provides complex staff assistance to management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that exercises independent judgment on diverse and specialized fleet services center activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of equipment parts staff in the Fleet Services Center; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the equipment parts work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.

- Develops and monitors the master preventive maintenance calendar for vehicles and apparatus; monitors the status of on-going service work; informs department representatives regarding completion dates and times; enters and updates information concerning vehicle service histories for maintenance planning and fleet replacement purposes.
- Evaluates parts and equipment usage and estimates future needs and inventory levels; manages service contracts with outside vendors.
- Researches and provides information related to specifications for new vehicles and apparatus; assists in writing or reviewing specifications for bidding on new vehicles and equipment; oversees new vehicle purchases including pre-bid, pre-build, vendor selection, and vendor interviews.
- Performs information technology support on division computers and software programs including maintenance and repair, database development and utilization, software downloads and updates, and new equipment recommendations.
- Prepares vehicles and equipment for surplus sales; lists and advertises units being sold; completes title transfer process.
- Maintains files, databases, and records related to vehicle and apparatus maintenance and equipment parts inventory; prepares a variety of written reports, memoranda, and correspondence.
- Represents OCFA in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all OCFA and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of parts, inventory management/control, purchasing, and customer service.
- Preventive maintenance schedules and vehicle maintenance requirements.
- Principles and practices of purchasing.
- Principles and practices of warehouse operations.
- Fleet management systems.
- Licensing and registration of vehicles.
- Parts, tools, and equipment used in the maintenance and repair of gasoline and diesel-powered vehicles and equipment.
- Principles, practices, methods, equipment, materials, and tools used in the maintenance and repair of fire apparatus and equipment.
- Applicable Federal, State, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.
- OCFA and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and OCFA staff.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Perform the most complex parts and equipment procurement functions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Schedule preventive maintenance activities while maximizing shop production and workflow.
- Monitor warehouse inventory.
- Make accurate arithmetic calculations.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Read, understand, and interpret blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an associate degree from an accredited college or university with major coursework in business administration, automotive technology, accounting, or a related field.

Experience:

- Three (3) years of increasingly responsible experience in purchasing, warehouse management, or automotive parts processing, of which two (2) years should be in a supervisory or lead capacity.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Class C California driver's license by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a warehouse environment; strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend from fire apparatus, vehicles, and ladders; to operate varied hand and power tools and construction equipment, and to operate department vehicles and equipment, and visit various County sites; vision including color vision to understand warning lights. Finger dexterity is needed to operate and repair equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds or heavier weights with the appropriate equipment on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a warehouse environment with moderate noise levels and controlled temperature conditions. Employees are occasionally exposed to loud and excessive noise levels, outdoor weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and odors, fumes, dust, and air contaminants, moving objects or other vehicles, and work at heights using stationary and mobile ladders. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A



June 2020
FLSA: Non-Exempt

FLEET SERVICES SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, reviews, and supervises the work of staff responsible for vehicle, fire apparatus, and equipment maintenance operations within the Fleet Services Center; oversees day-to-day activities of the maintenance shop; performs a variety of complex diesel vehicle and heavy equipment repair and maintenance tasks; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

CLASS CHARACTERISTICS

This is a full supervisory-level class that exercises independent judgment on diverse and specialized vehicle, fire apparatus, and equipment maintenance activities with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of staff and for providing technical support to management in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of equipment technicians in the Fleet Services Center; trains staff in work procedures; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development of goals, objectives, policies, and procedures for assigned services and programs; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Monitors activities of the equipment parts work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors expenditures.
- Provides staff assistance to management; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of reports, records, and files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and outside agencies; recommends corrective actions to resolve issues.

- Supervises preventive maintenance activities and repairs made to equipment, systems, components, and/or vehicles; oversees the execution of the preventive maintenance calendar for all fleet vehicles; oversees the proper maintenance of tools and shop equipment and facilities.
- Advises employees on methods of diagnosing and correcting complex repair problems; examines equipment to diagnose and determine extent of needed repairs.
- Processes work orders; verifies time worked, parts used, documentation, and/or other related activities.
- Coordinates and oversees the work of outside vendors.
- Locates and procures supplies, equipment, and parts utilized in daily operations; codes invoices from outside vendors; reviews work orders for accuracy.
- Supervises and coordinates the tire replacement program; monitors tire usage, orders tires, coordinates repairs with in-house staff or outside vendors, and performs other related activities.
- Prepares specifications for new equipment; monitors vendor compliance to specifications.
- Oversees fleet software program administration; communicates with software developer to modify program for issues concerning point of contact, adding, deleting, editing information, vehicle information, task creation, and adding employees to the database; creates various reports as needed.
- Coordinates the light vehicle accident program with the Risk Management division; reviews accident reports; takes pictures of damage; creates files on affected vehicles; communicates with body shop and insurance adjusters regarding repairs needed; keeps records of all accidents and uploads pictures of damage to subsequent work orders.
- Represents OCFA in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Ensures staff observe and comply with all OCFA and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Basic principles and practices of budget administration and monitoring.
- Mechanical operation of equipment and apparatus used in firefighting and their use and limitations.
- Techniques and methods used in overhauling and repairing heavy gasoline and diesel-powered fire equipment and related components.
- Internal combustion engines.
- Preventive maintenance schedules and vehicle maintenance requirements.
- Fleet management systems.
- Principles, practices, methods, equipment, materials, and tools used in the maintenance and repair of gasoline and diesel-powered vehicles and equipment.
- Principles, practices, methods, equipment, materials, and tools used in the maintenance and repair of fire apparatus and equipment.
- Applicable Federal, State, and local laws, rules, regulations, and procedures relevant to assigned areas of responsibility.
- Principles and procedures of record keeping.

- OCFA and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and OCFA staff.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Identify problems, research, and analyze relevant information, and develop and present recommendations and justification for solutions.
- Diagnose and perform the most complex vehicle and equipment repair functions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make accurate arithmetic calculations.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.
- Read, understand, and interpret blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, and other written materials.
- Maintain accurate logs, records, and written records of work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to an associate degree from an accredited college or university with major coursework in automotive technology or a related field.

Experience:

- Five (5) years of increasingly responsible advanced journey-level repair and maintenance of light and heavy gasoline and diesel-powered equipment experience, preferably with fire apparatus, of which two (2) years should be in a supervisory or lead capacity.

Licenses and Certifications:

- Possession of, or successful acquisition by time of appointment, a valid Class C California driver's license, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid California Class B driver's license, with air brake, manual transmission, and tanker endorsements, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid EPA 609 Air Conditioning certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a warehouse environment and in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend from fire apparatus and vehicles, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; vision including color vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights with the appropriate equipment on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Employees must wear and use the proper Personal Protective Equipment (PPE).

ENVIRONMENTAL CONDITIONS

Employees primarily work in a maintenance shop and in the field and are exposed to loud and excessive noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, grease, oils, solvents, vermin, insects, and parasites, biologic and infectious agents, hazardous physical substances and odors, fumes, dust and air contaminants, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, and work at heights using stationary and mobile ladders. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays. May travel to and from remote locations for incident assignments and may be required to stay in remote locations without accommodations.



June 2020
FLSA: Non-Exempt

EQUIPMENT PARTS SPECIALIST

DEFINITION

Under general supervision, orders, receives, stores, issues, controls, and maintains an inventory of all automotive, fire, and heavy construction equipment parts and supplies, accessories, and related equipment; identifies and selects items for issue as requested by mechanics and fleet center personnel; stocks, rotates, and verifies inventories; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned lead, supervisory, and/or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

The Equipment Parts Specialist is the first level in the two-level Equipment Parts Specialist series. This is the fully qualified journey-level classification in the Equipment Parts Specialist series. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Parts Equipment Specialist in that the latter performs the more complex work assigned to the series including providing technical and functional direction over less experienced staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Orders, receives, stores, and issues parts, supplies, and accessories for automotive, fire, and heavy construction; and related equipment; establishes and maintains inventory levels; stores and arranges items to maintain a clean, unobstructed, and organized inventory storage area.
- Receives and inspects parts and supplies against invoices to ensure correct pricing, quantity, and quality; maintains invoice records to ensure payments are processed.
- Serves as a liaison with vendors and manufacturers to order parts, obtains special information, and processes purchase orders; notifies vendors of problems with incoming parts and supplies; contacts vendors regarding backorder status; posts charges to vendor contract accounts; submits warranty claims to vendors.
- Researches parts in order to replace and/or fabricate equipment; locates parts on all equipment types including forklifts, light and heavy-duty equipment, aircraft rescue, and firefighting.
- Transports parts, equipment, and personnel from site locations such as warehouses fire stations, business locations, and fire scenes.
- Performs computer input for inventory records, data storage, and retrieval; checks computer system for vendor compliance; prepares related reports.
- Operates a forklift, pallet jack, hand truck, overhead or jib crane, and other storeroom equipment.
- Maintain a variety of tools and equipment to ensure working capability.

- Prepare, complete, and maintain routine forms, documents, and reports.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of parts, inventory management/control, purchasing, and customer service.
- Principles and practices of warehouse operations.
- Parts, tools, and equipment used in the maintenance and repair of gasoline and diesel-powered vehicles and equipment.
- Standard vehicle and equipment repair and maintenance procedures and terminology.
- Hand and power tools used in the course of work.
- Occupational hazards and safety equipment and practices related to the work.
- Authority and mandated safety rules, regulations, and protocols.
- Basic principles and procedures of record-keeping and reporting.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Track and maintain warehouse inventory.
- Order, receive, store, and issue parts and supplies.
- Determine similar parts, supplies, and materials which are identified by different names by manufacturers.
- Effectively and ethically work with vendors in pricing and securing parts and supplies.
- Inspect incoming parts and supplies.
- Maintain accurate records and prepare reports.
- Process material requests.
- Lift, carry, and store heavy items safely.
- Operate a forklift, pallet jack, hand truck, overhead or jib crane, and other storeroom equipment.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand and power tools.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- One (1) year of experience in processing parts, equipment, and supplies in an automotive, construction, or related industry.

Licenses and Certifications:

- Possession of, or successful acquisition by time of appointment, a valid Class C California driver's license, to be maintained throughout employment.
- Possession, of, or successful acquisition within nine (9) months of appointment, a valid Class B California driver's license to be maintained throughout employment.
- Possession, of, or successful acquisition within six (6) months of appointment, a valid Forklift operator certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a warehouse environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend from fire apparatus, vehicles, and ladders; to operate varied hand and power tools and construction equipment, and to operate department vehicles and equipment, and visit various County sites; vision including color vision to understand warning lights. Finger dexterity is needed to operate and repair equipment. Employees must possess the ability to lift, carry, push, and pull materials and engage in very heavy work exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects with the appropriate equipment, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a warehouse environment with moderate noise levels and controlled temperature conditions. Employees are occasionally exposed to loud and excessive noise levels, outdoor weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and odors, fumes, dust, and air contaminants, moving objects or other vehicles, and work at heights using stationary and mobile ladders. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A



June 2020
FLSA: Non-Exempt

SENIOR EQUIPMENT PARTS SPECIALIST

DEFINITION

Under general supervision, provides lead direction to parts department staff; orders, receives, stores, issues, controls, and maintains an inventory of automotive, fire, and heavy construction equipment parts and supplies, accessories, and related equipment; evaluates bid documents and purchase orders; researches specialized parts and equipment; identifies and selects items for issue as requested by mechanics and fleet center personnel; stocks, rotates, and verifies inventories; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory and/or management staff. Exercises technical and functional direction over and provides training to less experienced staff.

CLASS CHARACTERISTICS

The Senior Equipment Parts Specialist is the second level in a two-level Equipment Parts Specialist series. This is the advanced-level classification in the Equipment Parts Specialist series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgement to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides lead direction and training to less experienced employees in the Parts Department including inventory and stock management, established work practices, and policies and procedures; prioritizes and assigns work, conducts performance evaluations, hiring, termination, and disciplinary recommendations.
- Inputs part invoices, part slips, purchase orders, and vendors into a computerized inventory system to facilitate work order completion and provide information for reports, lists, and vehicle information; prepares related reports.
- Monitors the ordering of parts and supplies, ensuring proper inventory levels; estimates parts usage and tracks actual/current parts levels; maps inventory levels of parts, batteries, oils, and other items in the fleet system.
- Determines best price available consistent with quality; issues purchase orders to vendors electronically or by telephone and personal contact; evaluates bid documents.
- Orders, receives, stores, and issues parts, supplies, and accessories for automotive, fire, and heavy construction and related equipment; monitors the storing and arranging of items to maintain a clean, unobstructed, and organized inventory storage area.

- Receives and inspects parts and supplies against invoices to ensure correct pricing, quantity, and quality; maintains invoice records to ensure payments are processed.
- Serves as a liaison with vendors and manufacturers to order parts; obtains special information and processes purchase orders; notifies vendors of problems with incoming parts and supplies; contacts vendors regarding backorder status; post charges to vendor contract accounts; submits warranty claims to vendors.
- Locates and retrieves parts and equipment, from site locations such as warehouses and fire stations; provides to transportation to District staff as needed.
- Tracks credit card purchases and reconciles invoices against credit card statements.
- Researches parts in order to replace and/or fabricate equipment; locates parts on equipment and vehicles including forklifts, light and heavy-duty equipment, aircraft rescue, and firefighting equipment.
- Performs computer input for inventory records, data storage, and retrieval; checks computer system for vendor compliance; prepares related reports.
- Operates a forklift, pallet jack, hand truck, overhead or jib crane, and other storeroom equipment; lifts heavy materials and supplies.
- Maintains a variety of tools and equipment to ensure working capability.
- Prepares, completes, and maintains routine forms, documents, and reports.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and practices of ordering and organizing parts and inventory management and control.
- Principles and practices of purchasing.
- Principles and practices of warehouse operations.
- Storekeeping and purchasing terminology.
- Parts, tools, and equipment used in the maintenance and repair of gasoline and diesel-powered vehicles and equipment.
- Principles, practices, methods, equipment, materials, and tools used in the maintenance and repair of fire apparatus and equipment.
- Hand and power tools used in the course of work.
- Occupational hazards and safety equipment and practices related to the work.
- Authority and mandated safety rules, regulations, and protocols.
- Business arithmetic.
- Principles and procedures of record-keeping and reporting.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Track and maintain warehouse inventory.
- Order, receive, store, and issue parts and supplies.
- Locate and order specialized and difficult to locate parts and materials.
- Determine similar parts, supplies, and materials offered by various manufacturers.
- Effectively and ethically work with vendors in pricing and securing parts and supplies.
- Inspect incoming parts and supplies.
- Maintain accurate records and prepare reports.
- Process material requests.
- Operate a forklift, pallet jack, hand truck, overhead or jib crane, and other storeroom equipment.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand and power tools.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Three (3) years of experience performing procurement, storage inventory tracking, and issuance of replacement parts, equipment, supplies, and accessories similar to work performed by an Equipment Parts Specialist with the OCFA or other fire agency.

Licenses and Certifications:

- Possession of, or successful acquisition by time of appointment, a valid Class C California driver's license, to be maintained throughout employment.
- Possession of, or successful acquisition by time of appointment, a valid Class B California driver's license, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of appointment, a valid Forklift operator certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a warehouse environment; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend from fire apparatus, vehicles, and ladders; to operate varied hand and power tools and construction equipment, and to operate department vehicles and equipment, and visit various County sites; vision including color vision to understand warning lights. Finger dexterity is needed to operate and repair equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50pounds or heavier weights with the appropriate equipment on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a warehouse environment with moderate noise levels and controlled temperature conditions. Employees are occasionally exposed to loud and excessive noise levels, outdoor weather conditions, vibration, chemicals, mechanical and/or electrical hazards, hazardous physical substances and odors, fumes, dust, and air contaminants, moving objects or other vehicles, and work at heights using stationary and mobile ladders. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

N/A



June 2020
FLSA: Non-Exempt

COMMUNICATIONS INSTALLER I/II

DEFINITION

Under immediate (Communications Installer I) to general (Communications Installer II) supervision, performs basic installations of communications equipment on fire apparatus including radios, mobile data terminal, wiring equipment, lighting, and sirens; receives, stores, and issues a variety of parts, materials, and equipment for fire apparatus and other vehicles; maintains inventories and documentation using computer based systems; fabricates basic brackets and mounts; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Communications Installer I) to general (Communications Installer II) supervision from assigned supervisory and/or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Communications Installer I – The Communications Installer I is the first level in the two-level Communications Installer series and is part of the broader five level Communications Technical series. Initially under close supervision, incumbents learn and perform routine duties in the Logistics/Communications Division including basic installation of communications equipment, receiving, storing, and issuing a variety of parts, materials, and equipment for fire apparatus and other vehicles. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Communications Installer II level but are not expected to function at the same skill level, and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Communications Installer II – The Communications Installer II is the second level in the two-level Communications Installer series and is part of the broader five level Communications Technical series. This is the fully qualified journey-level classification in the Communications Installer series. Positions at this level are distinguished from the Communications Installer I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Communication Services Supervisor in that the latter performs full supervisory duties and supervises lower level staff.

Positions in the Communications Installer class series are flexibly staffed; positions at the Communications Installer II level are normally filled by advancement from the Communications Installer I level; progression to the Communications Installer II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Communications Installer II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Communications Installer I level may perform some of these duties and responsibilities in a learning capacity.

- Installs and modifies mobile and fixed communications equipment including radios, wiring equipment, lighting, and sirens on fire apparatus and other vehicles and equipment.
- Receives rough fabricated parts and prepares them for final finish by sanding, deburring, drilling holes, filing and other methods as needed.
- Utilizes applicable technical manuals and schematic drawings to assist in installation, servicing, repair, and replacement services and activities.
- Tracks and records equipment orders; sorts and places inventory in storage areas, shelves, or bins as required; inputs and retrieves inventory data using a computer workstation or mobile device; verifies information on computer-generated documents; assigns asset tags as required.
- Operates hand and power tools and other related equipment; performs communications equipment troubleshooting.
- Delivers and picks up communications equipment from various vendors.
- Maintains work, time, and material records.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operational characteristics of electrical and electronic components used in modern vehicles and equipment.
- Communications mounting techniques for fire apparatus and other vehicles.
- Hand and power tools used in the course of work.
- Methods, materials, equipment, and tools used in basic fabrication.
- Occupational hazards and safety equipment and practices related to the work.
- Methods and procedures involved in the maintenance of accurate inventory records.
- Inventory control methods and techniques.
- Proper methods of receiving and storing a variety of supplies; lifting and carrying techniques.
- Principles and procedures of record-keeping and reporting.
- Authority and mandated safety rules, regulations, and protocols.
- Orange County geography and street layout.
- Safe driving practices and techniques; applicable California Vehicle Codes.
- GPS for driving purposes.
- Basic principles and procedures of record-keeping and reporting.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Maintain an accurate inventory and record-keeping system; maintain perpetual inventory records to ensure adequate stock on hand.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, and schematics.
- Install mobile and fixed communication equipment.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand and power tools.
- Drive vehicles in a safe and effective manner.
- Read and follow maps and/or use GPS to determine best routes.
- Load and unload a variety of items.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Communications Installer I/II - Equivalent to completion of the twelfth (12th) grade supplemented by vocational training in automotive or electronics communications.

Experience:

- Communications Installer I – One (1) year of automotive or electronics communications repair experience.
- Communications Installer II – Two (2) years of experience performing duties similar to a Communications Installer I with the OCFA or other fire agency.

Licenses and Certifications:

- Possession of, or successful acquisition by time of appointment, a valid Class C California driver's license, to be maintained throughout employment.

PHYSICAL DEMANDS

Depending on assignment, must possess mobility to work in a warehouse environment and in the field; strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend from ladders to reach shelving, and to operate a motor vehicle and visit various County sites; vision including color vision to inspect supplies, detect wiring, and operate equipment. The job involves fieldwork requiring frequent walking in operational areas and driving to various County sites. Finger dexterity is needed to operate equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights with the appropriate equipment on a frequent/occasional basis, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a maintenance shop and in the field and are exposed to loud and excessive noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, grease, oils, solvents, vermin, insects, and parasites, biologic and infectious agents, hazardous physical substances and odors, fumes, dust and air contaminants, machinery with extremely hot surfaces and moving parts, moving objects or other vehicles, and work at heights using stationary and mobile ladders. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.



Orange County Fire Authority
AGENDA STAFF REPORT

Human Resources Committee Meeting
May 4, 2021

Agenda Item No. 3B
Discussion Calendar

Professional Standards Unit Update

Contact(s) for Further Information

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Human Resources Director

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Summary

This agenda item is to provide the Human Resources Committee (HRC) with an update on the activities of the Professional Standards Unit.

Prior Board/Committee Action

Since 2016, the HRC has received periodic updates on the activity of the Professional Standards Unit. The HRC last received an update at its regular meeting on February 5, 2019.

RECOMMENDED ACTION(S)

Review and file the report.

Impact to Cities/County

Not applicable

Fiscal Impact

Not applicable.

Background

Formally adopted on October 4, 2016, the mission of the PSU is as follows:

To preserve the trust of our public, our Board of Directors, and our workforce, the Orange County Fire Authority's Professional Standards Unit strives to ensure ethical, effective, and efficient conduct through leadership from all members, trust between management and labor, and accountability by everyone.

The original intent of the PSU was to ensure legally/contractually compliant administrative investigations, timely discipline, and consistency in imposed discipline. Under the umbrella of the Employee Relations Division, the PSU's efforts align with other initiatives that are overseen by the Assistant Chief/Human Resources Director including but not limited to training and professional development, performance management, diversity and inclusion, and policy and process development; all of which support a highly trained, ethical, and effective workforce.

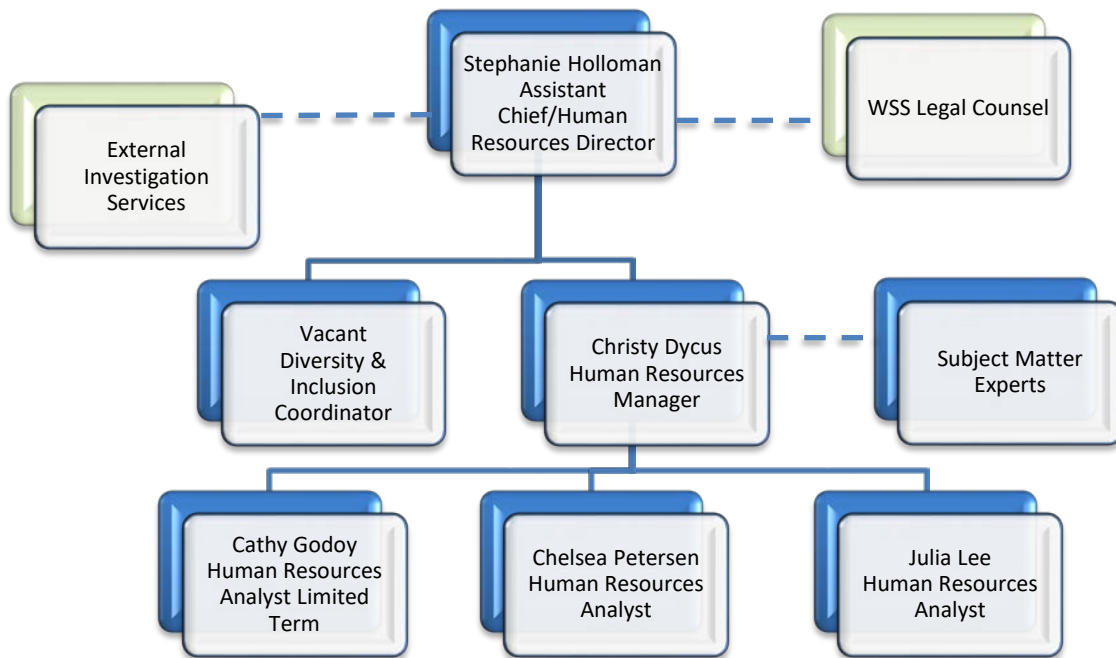
In 2019-2020, the Employee Relations Division experienced a turnover in staff. However, the adopted mission statement continues to guide the practices of the Division. This update signals a

return to the practice of regular updates to the HRC on the important efforts of the PSU/Employee Relations Division.

Discussion

Division Overview

The Employee Relations Division (ERD) of the Human Resources Department, is staffed with four (4) regular positions. In addition, internal subject matter experts, typically at the level of Battalion Chief or higher, external investigators, independent legal counsel, and the new Diversity & Inclusion Coordinator, support the efforts of the permanent team. This internal/external hybrid model increases thoroughness of the investigative process, transparency, removes potential conflicts of interest, and ensures timely resolution of personnel matters.



For each investigation, consideration is given to the rank of the subject employee(s), nature of the alleged misconduct, and potential conflict of interest to identify a Subject Matter Expert with the appropriate rank, experience and availability to work with the Employee Relations Team on an investigation. External investigative services are contracted when the nature and scope of the investigation, and potential risk to the OCFA, requires support from an independent investigator. The Department utilizes the services of multiple firms, each with extensive experience with Police and Fire Service investigations. Having this added resource serves the mission of the unit to conduct timely, compliant, and transparent investigations.

Policy Development

The ERD is scheduled to review and update the following policies in 2021

- Criminal Records Policy
- Harassment, Discrimination and/or Retaliation Complaint SOP

In addition, the following policies were updated/adopted since the last report to the HRC

- Anti-Bullying and Hazing Policy
- Workplace Violence Prevention

- Workplace Violence Incident Response
- Board Rules of Procedure
- Human Resources Committee Protocol

Lastly, ERD and the Recruitment Division are key stakeholders in the creation of a Code of Conduct for Academy Recruits and Cadre Instructors. Currently in the planning and development stages, labor and management are working together to prepare a draft Code of Conduct for future academies.

Training and Professional Development

Sexual Harassment and Discrimination Prevention Training - California legislation (SB 1343) enacted in 2018 requires employers with at least five employees or contractors to provide sexual harassment training every two years to all employees. The training must take at least 1 hour for non-supervisory employees and at least 2 hours for supervisory employees to complete. In addition, the new law specified certain content that must be included in the training. Employees must receive sexual harassment training once every two years. In 2020, an enhanced online training module was rolled out to all employees. To date, 584 supervisors/managers and 1149 non-supervisory employees have completed the required training.

Pre-Academy Preparation Courses – the ERD strives to identify opportunities to prepare prospective Company Officers and Chiefs for success in the recruitment and promotional process. This year, ERD developed and presented a Pre-Academy Preparation Series covering foundational supervisory skills. The following topics were offered as webinars, to comply with necessary COVID restrictions, recorded and made available online for those that could not attend the live sessions:

- Leadership 101
- Performance Management 101
- Pre-Discipline 101
- Firefighter Bill of Rights (FBOR) 101
- Progressive Discipline 101
- Pre-Academy Exercises
- Leaves and Disabilities 101
- Pre-Academy Q&A Session

Academy Training – the ERD continues to present a weeklong module of topics as part of the Fire Captain and Fire Battalion Chief Academies.

Personnel Evaluation Improvement

In July 2020, the Employee Relations Division joined a Joint Labor/Management working group to revamp the OCFA standard Performance Evaluation form and guide for Supervisors and Managers. The year-long process will result in enhancements to the evaluation program to increase clarity in rating factors; uniformity in rating standards; and alignment with merit increase provisions. The rating guide will prepare supervisors and managers to conduct annual evaluations that will better inform employees about areas of strength and weakness, facilitating more effective performance management.

It is anticipated that a new evaluation tool will be ready to present to Executive Management for adoption in August 2021.

Investigations

In 2020, The ERD opened 94 matters of those 69 have been closed to date. The following chart shows the breakdown of new matters that were opened in 2020, by case type, and the number of cases closed to date. Investigations are conducted in compliance with the Firefighter Bill of Rights, Memorandum of Understanding and other OCFA policies and procedures including notice requirements, hearing and appeals rights, and rights of representation.

	Appeal	Grievance	Discipline/ Investigation	Performance Mgmt	Complaints	Other
New Cases	9	12	37	13	11	12
Closed Cases	6	11	19	13	10	10

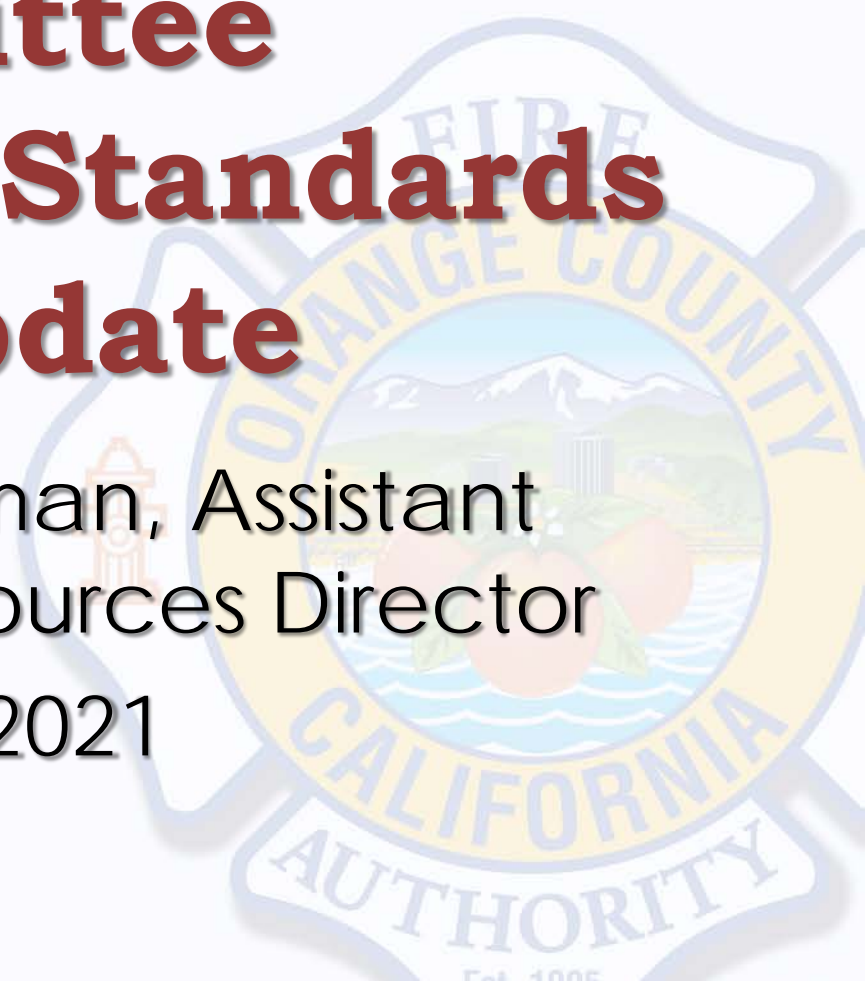
Lastly, in January 2021, the Board Rules of Procedure and the Human Resources Committee Protocol were updated to define matters that are within the purview of the Human Resources Committee's review; and to provide a process for the mandatory reporting of such matters to the Human Resources Committee.

This concludes the annual update to the Human Resources Committee.

Human Resources Committee Professional Standards Unit Update

Stephanie Holloman, Assistant
Chief/Human Resources Director

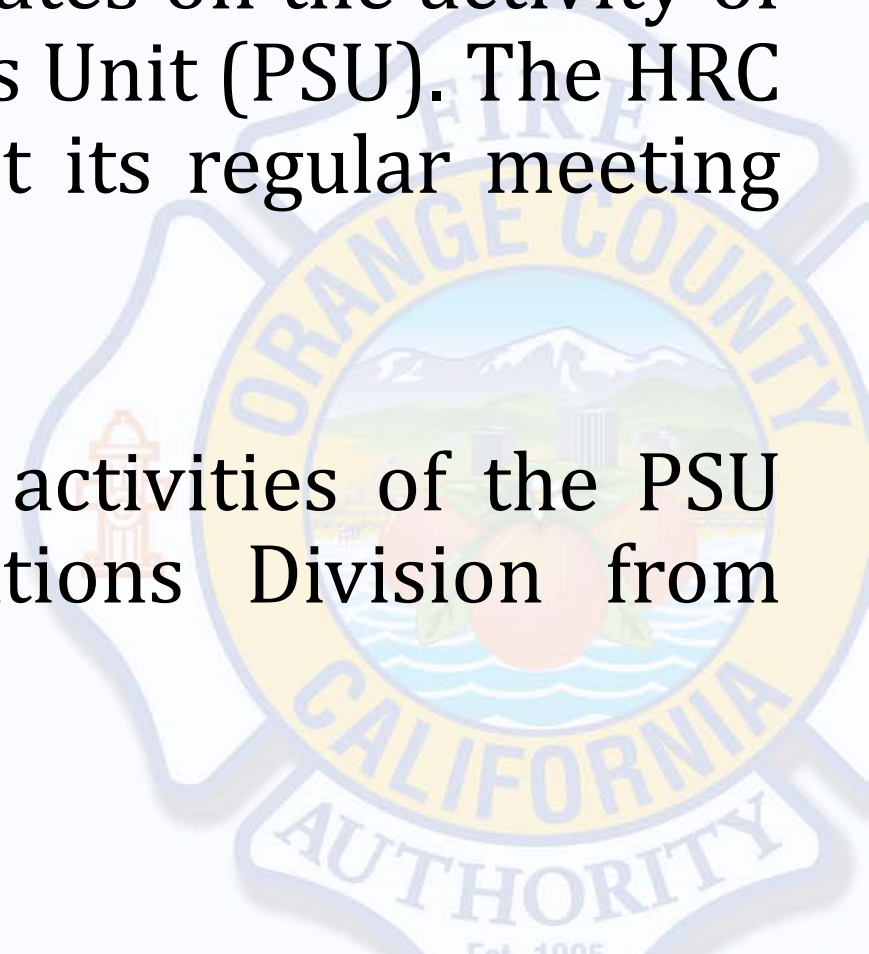
May 4, 2021



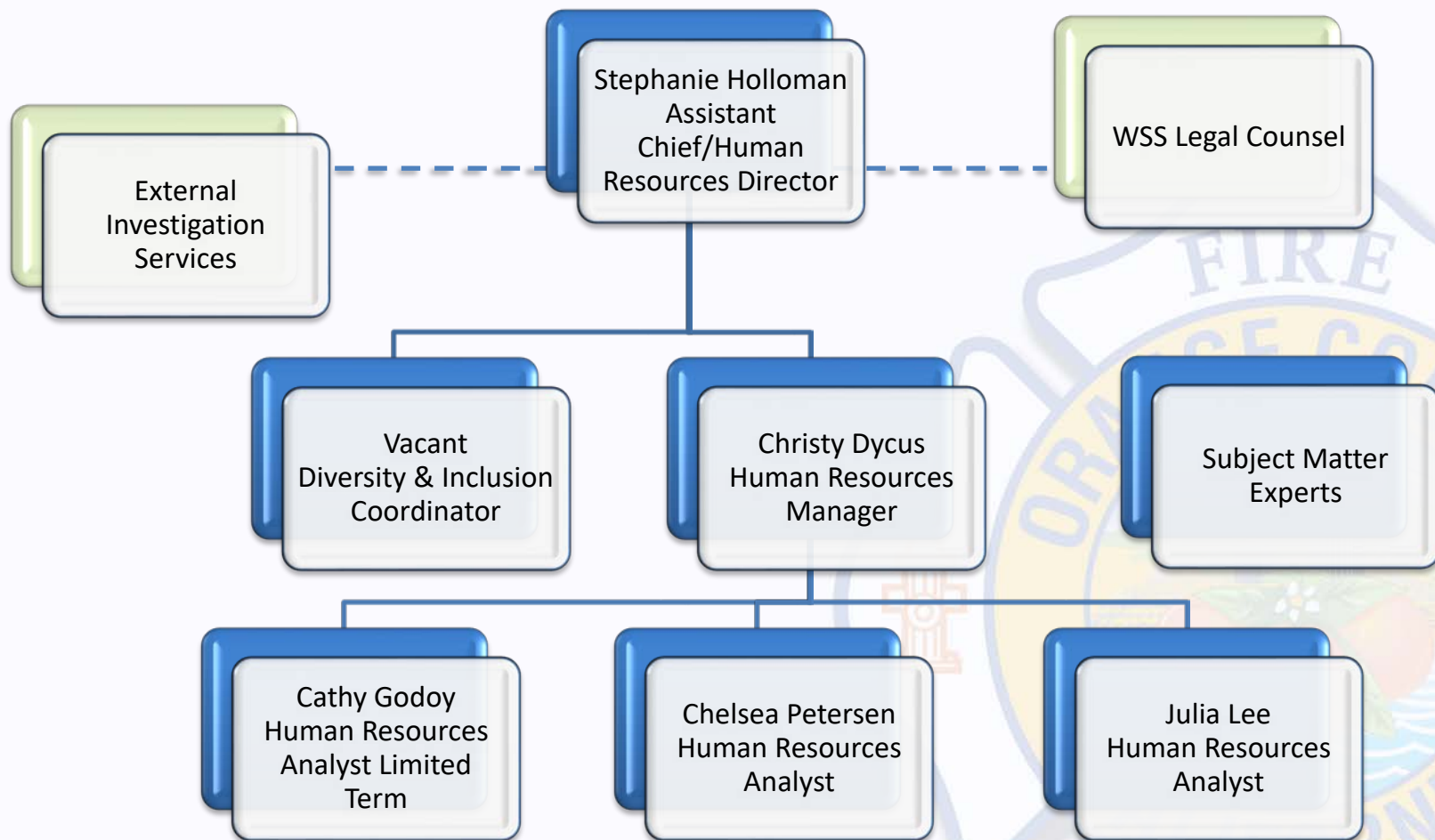
Background

Since 2016, the Human Resources Committee has received periodic updates on the activity of the Professional Standards Unit (PSU). The HRC last received an update at its regular meeting on February 5, 2019.

This is an update of the activities of the PSU and the Employee Relations Division from January 2020 to date.

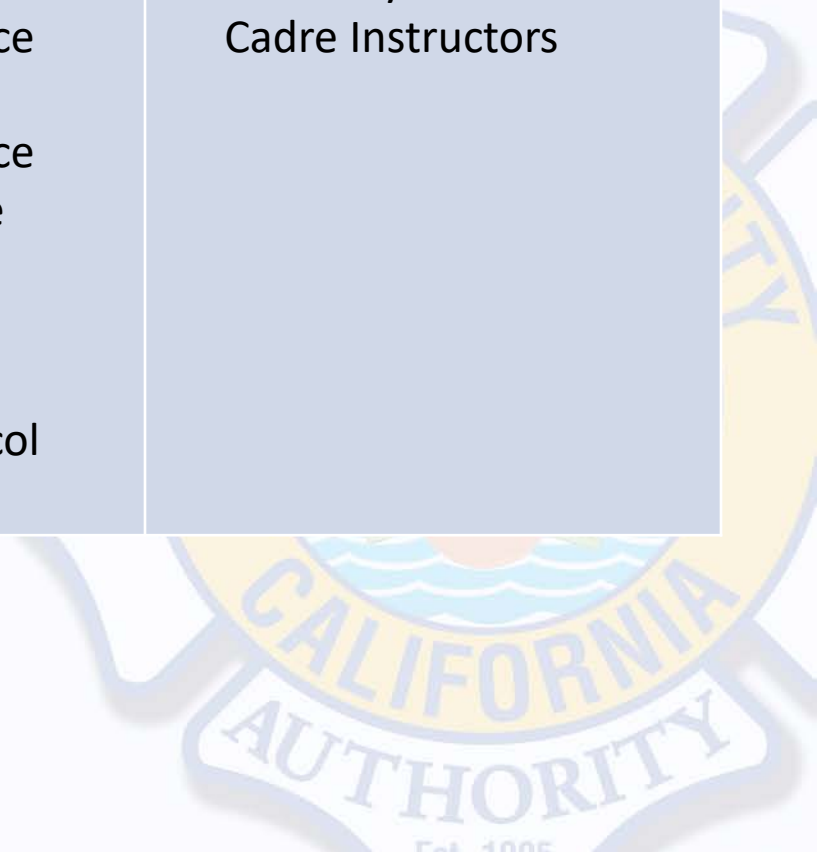


Division Overview



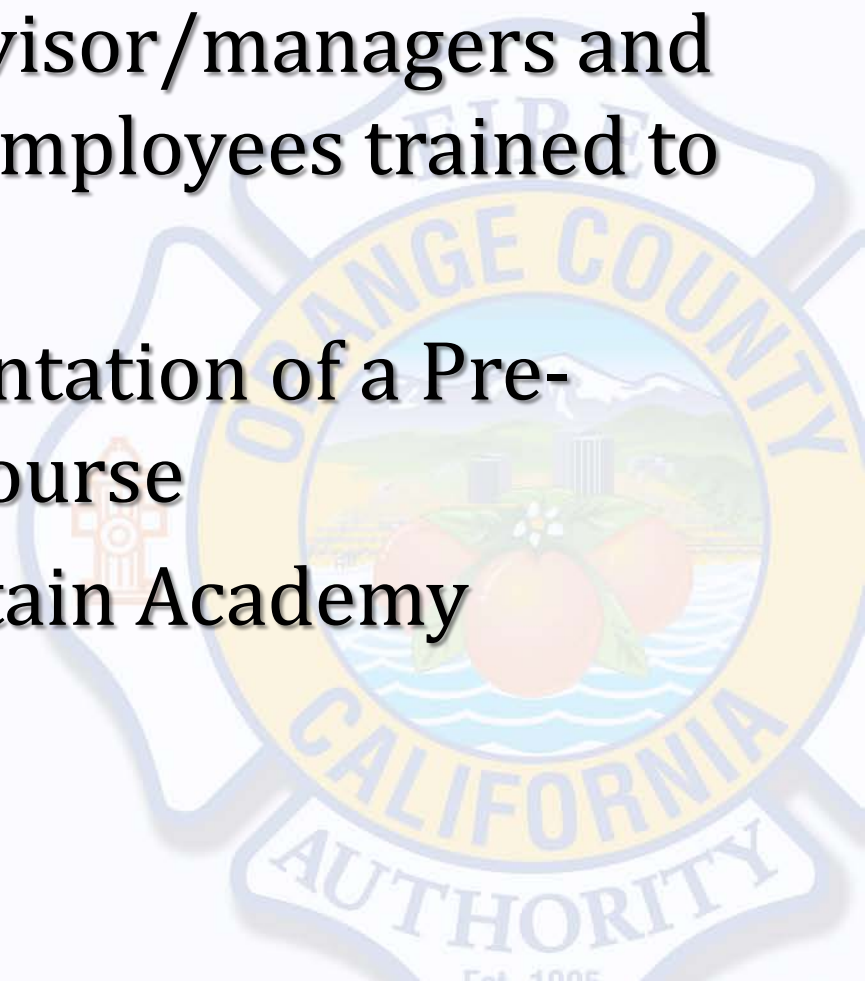
Policy Development

Under Review	Updated	New Policies Being Developed
<ul style="list-style-type: none">• Criminal Records Policy• Harassment, Discrimination and/or Retaliation Complaint SOP	<ul style="list-style-type: none">• Anti-Bullying and Hazing Policy• Workplace Violence Prevention• Workplace Violence Incident Response• Board Rules of Procedure• Human Resources Committee Protocol	<ul style="list-style-type: none">• Code of Conduct for Academy Recruits and Cadre Instructors



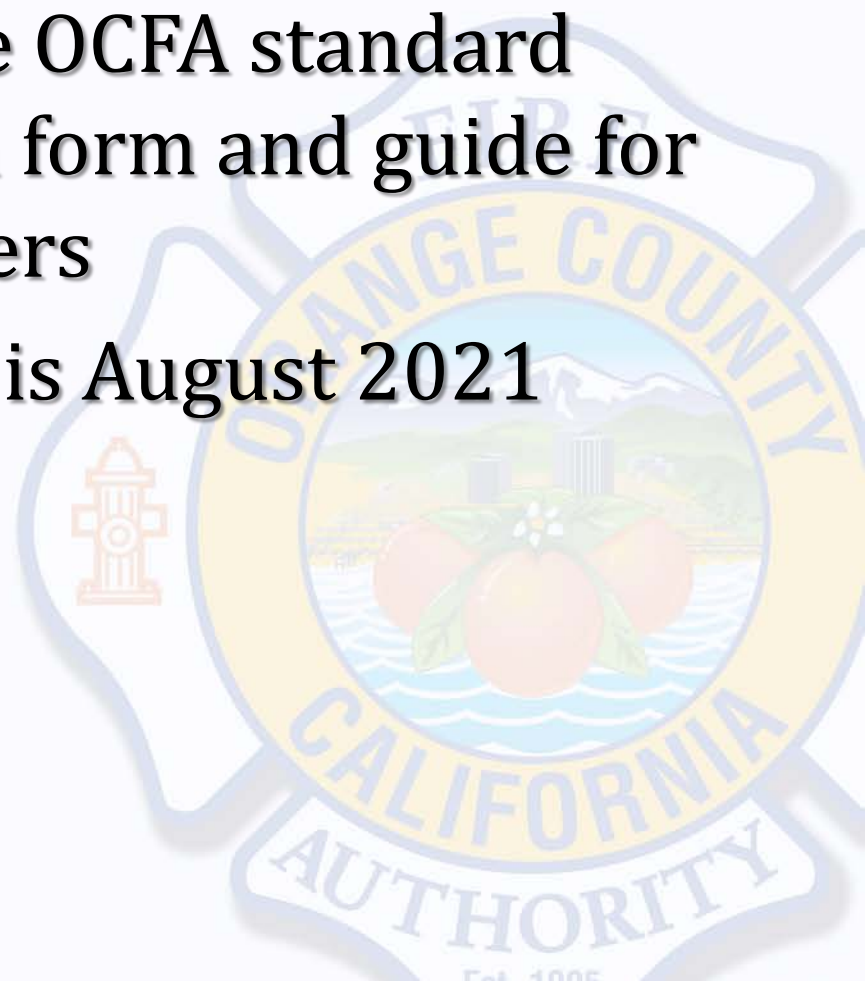
Training and Professional Development

- Sexual Harassment and Discrimination Prevention – 584 supervisor/managers and 1149 non-supervisory employees trained to date
- Development and presentation of a Pre-Academy Preparation Course
- Battalion Chief and Captain Academy Training



Personnel Evaluation Process

- A joint labor/management group is currently revamping the OCFA standard performance evaluation form and guide for supervisors and managers
- Anticipated completion is August 2021



Investigations

In 2020, the Employee Relations Division opened 94 new matters, of those 69 have been closed to date.

	Appeal	Grievance	Discipline/ Investigation	Performance Issues	Complaints	Other
New Cases	9	12	37	13	11	12
Closed Cases	6	11	19	13	10	10

Recommended Action

It is recommended that the Human Resources Committee receive and file the 2020 Annual Professional Standards Unit Update

