

Job Description Questionnaire

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are part of the job under typical conditions, not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

SECTION 1		DEMOGRAPHIC INFORMATION	
Employee Name	TBD	Employer Name	City of West Allis
Job Title	Fleet Manager	Work Location	West Allis Fire Station #2
Department	Fire Department	Division	N/A
Full-Time / Part-Time	Full-Time	Part-Time (Hrs per Wk)	N/A
Supervisor Name		Supervisor Title	Assistant Chief

SECTION 2

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Identify the essential duties / responsibilities of your job, which should be the most important aspects of the job. This section is focused on WHAT is done rather than HOW it is done. Use wording that will provide as clear an understanding as possible for someone not familiar with your work. Avoid terminology or acronyms that are not widely known outside of your line of work. Please list those duties that you feel are most important at the top of the list, and list the estimated percentage of the total annual time that each item takes. *(Remember, as a rule-of-thumb, that 10% equates to roughly 200 hours of a work year.)* To the extent possible, try to identify those duties and responsibilities that account for as close to 100% of your work time as possible. While catch-all categories are acceptable (e.g. misc. duties, other duties as assigned, etc.), those sections will likely NOT be evaluated.

Frequency Codes: Daily [D] / Weekly [W] / Bi-Weekly [B] / Monthly [M] / Quarterly [Q] / Annually [A] / As Needed [N]

Primary Duties	Frequency	% of Annual Total Time
Perform preventive and service required maintenance on FD equipment , ambulances, apparatus and vehicles	D	60%
Maintain records of work performed	D	6%
Order parts and equipment needed to complete repairs or maintain inventory of repair related supplies	N	5%
Interface with and schedule repairs with outside vendors when internal capabilities may be exceeded	N	3%
Confer with supervisor regarding scheduling of repairs to determine least impact to operations	W	5%
Provide reports on fleet status to supervisor on a regular basis and as requested	N	5%
Perform required annual tests when allowed on Fire Apparatus and support equipment – Ensure Compliance	Q	5%
Confer with apparatus manufactures regarding repair procedures and warranty dispositions	N	2%
Operate all WAFD vehicles to diagnose problems and interface with WAFD personnel to gather information	D	6%
Shuttle vehicles between WAFD stations and to outside vendors as required	N	3%

SECTION 3

TOOLS AND TECHNOLOGY

Identify any software, technology, equipment or machinery utilized on a regular basis in order to perform the functions of the job:

Microsoft Office Products: Outlook-Word-Excel / Internet browser: Google-Etc. /Proprietary Software / HTE Inventory & ProPhoenix Fleet-RMS. Laptop or tablet to run proprietary diagnostic software for engines and powertrains as well as scan tool type devices. Operate all standard manual, pneumatic, hydraulic and electric hand tools common in vehicle repair. Specialty equipment including but not limited to wire feed welder, oxy-acetylene torches, battery and charging system testing equipment, air conditioning recovery and charging machine, volt/ ohm meters, other electrical test equipment. Portable and fixed vehicle lifts, overhead and mobile cranes plasma cutter, metal shear, metal brake, tire mounting and balancing equipment.

SECTION 4**JUDGMENTS / DECISION-MAKING**

Identify at least five of the most typical judgments/decisions that you make in performing your job as well as the solutions to these problems. Please also describe the resource, input or guidance others provide in arriving at your decision and who reviews, if anyone.

Typical Problems/Challenges	Possible Solution(s) to Problem/Challenge	Resources Available and/or Used	Job Title of Who Reviews
Determine priority of equipment repairs	Discuss with CRR AC - BC or Ops AC	CRR Assistant Chief	CRR Assistant Chief
Determine best method of repair	Discuss with CRR AC-Fleet Lead Mechanic	Fleet Lead -Fleet Super	CRR Assistant Chief
Determine internal or external vendor used	Discuss with CRR AC-Fleet Lead Mechanic	Fleet Lead -Fleet Super	CRR Assistant Chief
Recognize patterns of failures – Solve issue	Discuss with CRR AC-Fleet Lead Mechanic	Fleet Lead -Fleet Super	CRR Assistant Chief
Analyze inventory requirements	Discuss with CRR AC-Fleet Lead Mechanic	Fleet Lead -Fleet Super	CRR Assistant Chief

SECTION 5**WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS**

Please identify your typical work relationships with other persons inside or outside of your own organization.

Title of Individuals With Whom You Typically Interact	Describe the Interaction	Why Was It Necessary?
Assistant Chief - CRR	Direct supervisor and manager	Oversight of job performance and priority management
Battalion Chief	Discuss implications of equipment utilization	To ensure max operational efficiency – least impact to Ops
Lead Fleet Mechanic	Facilities utilization and help with multi-man jobs	To secure help and facilities when capacity is exceeded
Shared Services Mechanics	Facilities utilization and help with multi-man jobs	To secure help and facilities when capacity is exceeded
Parts vendors/suppliers	Consult with fleet services and external vendors	Obtain repair and replacement parts for equipment
Vehicle vendors / suppliers	Consult vehicle vendors about warranty and best practice	Obtain repair and replacement parts for equipment

SECTION 6

SUPERVISION / MANAGEMENT

Please indicate the type of responsibility you have as it pertains to leading others.

Area of Action / Responsibility	Yes	No	Provides Input
Screen / Interview Applicants		X	
Hire / Promote Employees		X	
Provide Written/Verbal Warnings		X	
Suspend Employees		X	
Terminate Employees		X	
Prepare Work Schedules For Others		X	
Project Management	X		
Provide Work Direction For Others	X		
Evaluate Performance Of Others		X	
Counsel Employees		X	
Train Employees (As Part Of The Normal Duties Of The Job)		X	
Approve Overtime		X	
Approve Time Off Request For Others		X	
Develop / Implement Policies	X		
Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i>		X	
Job Title	# of FTEs		
N/A	N/A		

Please indicate the amount of time typically spent in the following categories.				
[Place an "X" in the appropriate cells]				
	N/A	Rarely	Occasionally	Frequently
Carrying/Lifting 10 - 40 Pounds				X
Carrying/Lifting > 40 Pounds			X	
Sitting			X	
Standing / Walking / Climbing				X
Squatting/Crouching/Kneeling/Bending				X
Pushing / Pulling / Reaching Above Shoulder				X
Work Environment	N/A	Rarely	Occasionally	Frequently
Indoor/Office Work Environment			X	
Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.)				X
Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees)			X	
Outdoor Weather Conditions			X	
Hazardous Fumes or Odors / Toxic Chemicals			X	
Confined Spaces (as identified by OSHA)		X		
Close Proximity to Moving Machinery / Equipment				X
Bodily Fluids / Communicable Diseases		X		
Working Alongside Moving Traffic on Roads		X		
Electrical Hazards		X		

Please identify any other information that would help someone else understand your job more clearly:

This position is responsible for the maintenance and oversight of all fire department vehicles and equipment. This is a significant responsibility of for one individual who must be able to work on a very wide range of vehicles, equipment and devices used by the fire department. This will range from small equipment such as chain saws, all the way up to aerial tower trucks and all vehicles and equipment in between and the equipment they carry such as EMS cots and patient loading systems, ladders, hydraulic and pneumatic rescue equipment, SCBA compressors etc. All of this equipment is critical to the functioning and safety of both the firefighters who operate it in the performance of their duties and the citizens of the city who request or need the services of the fire department. Besides an extremely wide equipment knowledge base, the individual must be able to document repairs, maintain critical performance records of equipment and tests, order parts and supplies, interface efficiently with external vendors and suppliers and utilize specialized diagnostics and repair equipment to efficiently perform their job. The working environment will range between an office setting a shop setting and under and inside large vehicles and equipment. As a single individual, with no direct subordinates the person will need to be innovative and efficient when it comes to the performance of maintenance tasks that can easily require additional help or support from other persons. In many cases, none will be available to help. In other cases, it may be required to utilize assistance from either other city departments or other maintenance personnel from other fire departments to accomplish large or complex repair jobs. Both long range plans and flexibility will be needed in this position. A long range plan is needed to stay ahead of fleet maintenance requirements and flexibility is needed to manage emergency repairs that will frequently occur.

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 9		SUPERVISOR INFORMATION	
Supervisor Name	Kurt Zellmann	Supervisor Title	Assistant Chief

SECTION 10		EDUCATION <u>REQUIRED</u> FOR HIRE
	Level of Education (Select one with an "X")	Field(s) of Study
	Less than High School Education	n/a
	High School Education (or Equivalent)	X
	One Year Certificate (or Equivalent)	X
	Associate's Degree (or Equivalent)	
	Bachelor's Degree	
	Master's Degree	
	Professional Degree (Law, Medicine, etc.)	
	PhD w/ Dissertation	
	Other:	
Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):		

SECTION 11							TOTAL EXPERIENCE REQUIRED UPON HIRE
[Place an "X" in the appropriate cells]							
No Experience	< 2 yr.	2 to 3 yrs.	4 to 5 yrs.	6 to 7 yrs.	8 to 9 yrs.	10 to 11 yrs.	≥ 12 yrs.
		X					
Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):							

