



## GREATER NAPLES FIRE RESCUE DISTRICT APPLICATION HIGHLIGHTS

The Greater Naples Fire Rescue District is accepting applications for the position of  
Fleet Analyst / Service Writer

July 24, 2017

### [Application Click Here](#)

#### Requirements:

- High School Graduate or equivalent, Associate's Degree or Vocational/Technical courses
- Four years of experience in the field of automotive and heavy equipment/machinery maintenance and repair, or an equivalent combination of education, training, and experience
- The right candidate must possess: extensive knowledge in the field of Fleet analytics with the ability to work independently, operate various automobiles, light and heavy trucks, mechanical equipment, and fire apparatus, skill in inspecting, diagnosing and repairing mechanical problems, ability to operate office equipment and knowledge to access, operate and maintain various software applications. Have the ability to manage multiple tasks and achieve deadlines under pressure, handle sensitive information with the highest degree of integrity and confidentiality while maintaining professionalism and a positive service attitude at all times.
- Must possess:
  - a current Florida Driver's License
  - possess or attain within 24 months of employment at least one ASE certification; preferably- Damage Analysis and Estimating (B6) and Parts Specialist Certification (P1)
  - possess or attain within 1 year of employment the Emergency Vehicle Technician (EVT) certification – Driver Operator Inspection (DO1)
- Signed and Submitted Tobacco Free affidavit
- Position is full-time- Must be able to work Monday through Friday
- Physical requirements frequent lifting, positioning, and carrying of equipment up to 50 pounds

Salary Range \$35,000-41,615

dependent on qualifications, attractive benefits package including, medical, dental, vision, and life insurance, paid vacation and personal days and inclusion in the Florida Retirement System. EOE employer. Email questions to: dschwarz@gnfire.org

**All applications must be hand delivered in a sealed envelope or mailed to:**

**Greater Naples Fire Rescue District**

**Attn: HR / Fleet, 14575 Collier Blvd. Naples, FL 34119**

*Faxed or emailed applications will not be accepted.*

Incomplete applications will not be processed. Please attach copies of certificate(s) and/or degree(s) pertinent to position. To claim Veteran's Preference, a copy of your DD214 (long form) must be submitted at time of application. Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements.

#### **Application deadline: Open till filled**

Additional requirements if selected for an interview may include: an oral interview, a written test, a background check, submitting a Drivers License Record, and/or passing a pre-employment physical including a drug screen test.

# Greater Naples Fire Rescue District

## Job Classification

**Position Title:** Fleet Analyst/Service Writer

**Rank:** Not Applicable

**Reports To:** Section Manager

**Section Assignment:** Logistics

**Supervisory Responsibilities:** Not Applicable

**FLSA Status:** Non-Exempt

**Probationary Period:** One year

**Prepared by:** Rob Low, Deputy Chief

**Effective Date:** Upon Approval

**Approved By:** K. Schuldt, Fire Chief

**Date:** 7/21/2017

### 1. Introduction:

The individual appointed to position of Fleet Analyst is responsible to perform paraprofessional and technical work in support of the Fleet Maintenance Branch. Work is performed analyzing data and running reports associated with the efficiency and effectiveness of maintenance and repair of gasoline and diesel driven motors, related auto equipment, and machinery. Reviews technical and equipment service records work to meet performance standards. Assists in the annual inventory. Assists in the writing of technical specifications, and confirms compliance before acceptance by District. Work is performed with considerable independent judgement and initiative, but problems of an unusual nature are referred to a superior for resolution.

This is a non-supervisory position and reports to the Logistics Section Manager. This is considered a non-exempt position under the provisions of the Fair Labor Standards Act.

### 2. Summary Description:

Under direction of the Section Manager:

Incumbent has a high degree of understanding of District and functional operations and is able to work with considerable initiative. With senior management guidance, incumbent performs work requiring administration of District policy and procedure and establishes precedents within delegated areas of responsibility. Work product has noticeable impact on District operations. Incumbent must have the ability to exercise discretion regarding sensitive matters, which requires considerable tact, sense of timing and the ability to engender trust.

### 3. Nature of Work:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving. This job requires extensive knowledge in the field of Fleet analytics with the ability to work independently. Excellent communication skills, both written and oral, are required.

#### **4. Physical Requirements:**

Involves frequent lifting, positioning, and carrying of equipment weighing 30 to 50 pounds and heavier. Items in excess of 70 pounds are normally hoisted by mechanical devices or involve more than one person.

#### **5. Illustrative Tasks:**

Analyzes equipment services productivity data to measure progress towards achieving performance measures. Assists in organizing vehicle/equipment request for repairs and service. Acts as liaison with customers to obtain accurate information from department personnel to assist mechanics.

Oversees entry of work orders into Fleet management system, verify accuracy of parts, labor and sublet repairs charges to work orders.

Monitor open repair order report to ensure all are closed by end of month.

Maintain active communication with various sections, scheduling preventive maintenance, service checks and notify them of completed work.

Schedule pool vehicles to District employees, maintain pool vehicle log book and check for vehicle readiness.

Monitors vehicle/equipment downtime, repair times, repeat work and address any related report issues.

Assists in preparing vehicle specifications. Inspects new replacement vehicles/equipment to ensure all meet specifications, coordinates outfitting of equipment for new vehicles in an efficient and timely manner.

Research and compile data for vehicles/equipment as well as various other Fleet projects.

Maintains active communication with Risk management regarding vehicle accident process and records.

Maintains various log books, equipment recalls, equipment warranty records and equipment inventory.

Assists Section Manager of Fleet with developing reports and analyzing technician productivity, repair expenditures, vehicle availability and vehicle/equipment utilization.

Assists Section Manager of Fleet with Fleet meetings and equipment replacement evaluation. Assist with issues pertaining to new equipment specifications and procurement.

Assists with researching industry best practices and propose solutions for optimizing Fleet operations. Assists with developing and monitoring new initiatives and monitor Fleet goals and objectives in accordance with the District's strategic business plan.

## **6. Supervisory Responsibilities:**

This is not a supervisory position.

## **7. Required Knowledge, Skills and Abilities (KSA):**

Ability to understand, follow and direct written and oral instructions.

Ability to read and write English.

Ability to operate various automobiles, light and heavy trucks, mechanical equipment and other gasoline and diesel driven motors, e.g., service trucks, forklifts, and fire apparatus.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to access, operate and maintain various software applications.

Skill in inspecting, diagnosing and repairing routine to moderately complex mechanic problems of automotive motors and equipment.

Must demonstrate behaviors that support the District's mission and core values.

Required conduct is to be ethical and fair while representing the District. Must be responsible to adhere to all workplace policies that support ethical business practices and standards of conduct.

Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation.

The employee occupying this position may be called upon to work during declared emergencies.

## **8. Requirements and Qualifications:**

High School diploma or equivalent, Associates Degree or vocational/Technical courses

Four years of experience in the field of automotive and heavy equipment/machinery maintenance and repair, or an equivalent combination of education, training, and experience.

Must possess and maintain a valid Florida Driver license of a class which allows for the operation of fire apparatus and other Fire District vehicles.

Must possess or attain within 24 months of employment at least one ASE certification; prefer- Damage Analysis and Estimating (B6) and Parts Specialist Certification (P1).

Must possess or attain within one year of employment the Emergency Vehicle Technician (EVT) certification- Driver Operator Inspection (DO1).

Completion of appropriate level of National Incident Management System (NIMS) training is mandatory within one year of employment.



# GREATER NAPLES FIRE RESCUE DISTRICT POLICIES

Approved:  
01/12/2016

Revised:

POLICY # 901.4

## Smoke and Tobacco Free Workplace

### Purpose

To provide for the implementation of a smoke and tobacco free workplace.

It is the practice of the District to comply with all federal, state and local ordinances regarding smoking of tobacco products in the workplace. This practice is made pursuant to the mandates of the Florida Clean Indoor Air Act.

It is the desire of the District to promote a healthy environment for workers and the public and to reduce insurance and other costs related to health problems and illnesses which may be caused by or exacerbated by exposure to tobacco.

### Policy

It is the policy of the District to provide a safe and healthful work environment. Smoking or use of tobacco products or electronic smoking devices is prohibited in any District facility or on any District campus. This policy shall apply equally to employees. At no time shall any employee use tobacco products while on duty or in any District workplace.

Smoking or use of tobacco products is prohibited in all District vehicles.

Smoking is prohibited to all visitors or members of the public at all times in all public places, at all public meetings and in all enclosed areas within any District facility.

All responsible parties shall take immediate action with respect to any reported violations occurring within District buildings and to take any actions and follow any procedures that are necessary and proper to cause any violations to cease, including disciplinary, legal and/or administrative remedies.

The District shall post signs in all District facilities and campuses indicating that smoking and the use of tobacco products is prohibited pursuant to the Florida Clean Indoor Air Act.

The Fire Chief or designee shall strictly enforce this prohibition administratively on behalf of the District.

All violations shall also be considered a violation of District Policy and the Florida Clean Indoor Air Act, Florida Statutes, and will be subject to disciplinary action.

Definitions: The following terms shall have the meanings indicated:

DISTRICT FACILITY- Any building or any portion of any building owned by or leased to the District and used for governmental purposes.

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Smoke and Tobacco Free Workplace

**DISTRICT VEHICLE-** Any vehicle owned, leased or operated by the District and used for governmental purposes.

**PUBLIC PLACE-** The term shall mean all enclosed, indoor areas used by the general public in any District building, all external dining areas, and all areas located within 30 feet of an entrance of any District building. The term "public place" does not include areas which are not used by the general public.

**SMOKING-** Possession of a lighted tobacco product or electronic vapor device.

**TOBACCO or TOBACCO PRODUCTS-** Tobacco of any kind, including the use of smokeless tobacco, "spit" tobacco, electronic cigarettes, cigars, cigarettes, pipes or any other smoking material or device.

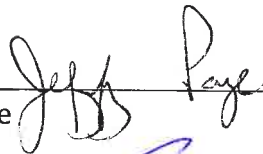
# Greater Naples Fire Rescue District


## Policy # 901.4 Smoke and Tobacco Free Workplace

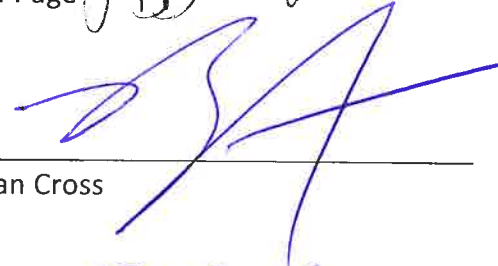
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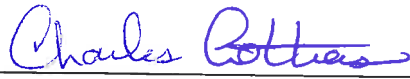
Date: 11/12/2016

Board of Fire Commissioners

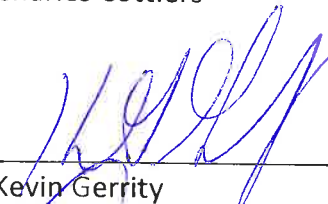
  
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