

## FIRE HOUSE CARETAKER

DISTINGUISHING FEATURES OF THE CLASS: This is routine work involving responsibility for seeing that all fire equipment and fire house property is constantly ready for use. Duties include watching, cleaning, and performing minor repairs to various types of fire equipment and to other fire house property. Work is performed under general supervision, with some leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision maybe exercised over laborers, cleaners, or attendants. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (illustrative only)

Ensures that fire equipment and vehicles are ready to go immediately after the alarm is sounded;  
Acts as watchperson at fire house during as assigned;  
Cleans fire apparatus including but not limited to trucks and pumps, uniforms, helmets, rain protection apparel, asbestos suits, and hazmat equipment;  
Makes minor repairs to fire fighting and auxiliary equipment, as needed;  
Notifies superiors of any defects in or damage to equipment;  
Checks the operating condition of fire trucks and other fire department vehicles;  
Reports any mechanical defects, breakdown or damage to superiors;  
Checks and fills fire trucks and other fire department vehicles with fuel;  
Arranges for repair by service providers such as automotive mechanics, tailors, or other skilled tradespeople, as necessary;  
Cleans interiors and exteriors of fire trucks and other fire department vehicles;  
Cleans, sweeps and mops fire house;  
Maintains simple records and reports of repairs made or required;  
Performs a variety of related duties as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Working knowledge of cleaning and maintenance activities; some knowledge of specialized equipment utilized in emergency services; ability to understand and carry out instructions; ability to deal effectively with the public; ability to establish and maintain effective working relationships; willingness to remain on the job long hours and off hours as needed; mechanical aptitude; resourcefulness; initiative; good judgment.

### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma and one (1) year of work experience involving cleaning, maintenance, or labor activities.