Position Description

Job Title: Federal Emergency Response Team Emergency Vehicle Technician (EVT)

Date: October 2015

Department: Operations & Office of Emergency Management (OEM)

Status: Non-Exempt

Reports To: Varies depending upon assignment

SUMMARY: An Emergency Vehicle Technician performs inspection, diagnosis, maintenance, repair, and testing activities on emergency response vehicles.

1. **RESPONSIBILITIES:** The major responsibilities of the Federal EVT are:
   1.1. Ensure self readiness.
   1.2. Understand and comply with ICS and NIMS concepts and principles.
   1.3. Inspect vehicle and equipment as required to assure serviceability.
   1.4. Complete manifest and other reports/forms as required.
   1.5. Establish and maintain positive interpersonal and interagency working relationships.
   1.6. Obtain and record information as specified by STL or as directed by Forward Command leadership.
   1.7. Perform needed equipment and vehicle repairs.
   1.8. Maintains confidential all information obtained in the course of a deployment unless directed by AMR authorities or required by law to share such information.
   1.9. Refuses to participate in unethical procedures, and assumes the responsibility to report incompetence or unethical conduct to the appropriate authority.
   1.10. Services and repairs HVAC systems and other electrical components.
   1.11. Performs preventative maintenance tasks and diagnoses problems on all types of vehicles and equipment.
   1.12. Troubleshoots hydraulic and electrical problems.
   1.13. Uses common air and hand tools for the maintenance and repair of vehicles.
   1.14. Prepares and maintains accurate records of maintenance work.
   1.15. Maintains a clean and safe working environment.
   1.16. Communicates with co-workers, supervisors and FOB personnel to establish and maintain effective working relationships.
   1.17. Performs other duties as assigned.
   1.18. Responsibilities At Scene
         1.18.a. Report for assignment(s) as directed.
         1.18.b. Obtain orientation to local theater of operation.
         1.18.c. Facilities, support services, and material at the incident should be provided by Logistics Section, however, these resources may not be in place in the
early stages of a disaster so Federal ERT EVT should be self-sufficient for up to 72 hours.

1.19. Responsibilities – Demobilization
   1.19.a. The Federal EVT should not leave the theater of operations without receiving departure instructions from their STL.
   1.19.b. Complete and submit demobilization check-out forms.
   1.19.c. Return all communications and other equipment on loan for the incident.
   1.19.d. Reviews return travel procedures with STL.

2. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:
   2.1. Basic understanding of the underlying principles of laws and regulations, criteria and standards dealing with emergency response, homeland security and general emergency preparedness issues.
   2.2. Working knowledge of the National Incident Management System (NIMS).
   2.3. Working knowledge of the Incident Command System (ICS).
   2.4. Skill in the use and care of tools and equipment associated with the servicing of vehicles and motorized equipment.
   2.5. Ability to diagnose and repair operational problems on automotive equipment.
   2.6. Ability to perform preventative maintenance tasks on a variety of vehicles and motorized equipment.
   2.7. Ability to understand and effectively carry out verbal and written instructions.
   2.8. Ability to read and interpret service manuals, schematics, charts, etc.
   2.9. Must be prepared for 24 hour on-call response.

3. MINIMUM QUALIFICATIONS:
   3.1. Successful completion of the following ICS Courses:
      3.1.a. ICS 100.b – Introduction to Incident Command
      3.1.b. ICS 200 – Basic ICS
      3.1.c. ICS 700.a – NIMS Introduction
   3.2. Completion of the following baseline criteria:
      3.2.a. Chassis
      3.2.b. Cab and Body Components
      3.2.c. Electronics and Electrical Systems
      3.2.d. Auxiliary Drive Systems
      3.2.e. Specialized Systems
   3.3. Able to meet the physical and mental requirements as outlined below.
   3.4. Completion of an Emergency Vehicle Operations Course (EVOC), or Coaching the Emergency Vehicle Operator (CEVO), or Defensive Driving Course IV (DDC4), or equivalent.

4. STRESS FACTORS:
   4.1. Occasionally: Repetitive tasks, high pressure, rapidly changing, high-risk environment.
   4.2. Frequently: Intense tasks, prolonged stand-by periods.

5. PHYSICAL REQUIREMENTS:
   5.1. Must be healthy enough to function under field conditions, which may include all or some of the following:
      5.1.a. Extended (>12hr) shifts, austere conditions (possibly no showers, housing in tents, portable toilets)
5.1.b. Extreme weather conditions (long exposure to heat and humidity, lack of air conditioning, extreme cold, or wet environments)

5.1.c. Long periods of standing

5.2. Individuals should not require personal medications that need refrigeration of any kind.

5.3. Should not have any physical conditions, impairments, or restrictions that would preclude them from participating in the moving and lifting of patients and/or equipment and supplies.

6. WORKING ENVIRONMENT:


6.2. Frequently: Face-to-face contact with others,

6.3. Constantly: Works around others, verbal contact with others, outside shift work, day or night hours.

7. MENTAL REQUIREMENTS:

7.1. Occasionally: Simple reading, simple math skills,

7.2. Frequently: Simple writing, judgment, reasoning.

7.3. Constantly: Decision-making.

8. EQUIPMENT USED:

8.1. Occasionally: Telephone, fax, copy machine, stapler

8.2. Constantly: Tools, diagnostic equipment