

Department: In all Civil Divisions  
Classification: Labor  
Grade: \_\_\_\_\_

SPEC DISK H3  
DOCUMENT 8

### FIRE HOUSE CARETAKER

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

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Sees that fire equipment is ready to go immediately after the alarm is sounded;  
Acts as watchman at fire house during an assigned period;  
Cleans fire apparatus including trucks and pumps, uniforms, helmets, raincoats, rubbers, asbestos suits, and other fire equipment;  
Occasionally makes minor repairs to fire fighting and auxiliary equipment;  
Cleans, sweeps and mops fire house;  
Sees that fire trucks are filled with gas and in working order;  
Notifies superiors in case of breakdown or damage to equipment;  
May call automotive mechanics, tailors or other skilled tradesmen to explain the nature and extent of damage to various types of equipment including fire apparatus and uniforms;  
May keep simple records and reports of repairs made or required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of basic cleaning and maintenance activities; ability to understand and carry out simple instructions; ability to deal with the public; willingness to remain at firehouse long hours; mental alertness; some mechanical aptitude; initiative; resourcefulness, sound judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

One year of experience in basic cleaning, maintenance or labor activities; or an equivalent combination of training and experience sufficient to indicate ability to do the work.