

Department: Village of Lake Placid

SPEC DISK D4

Classification: Competitive

DOCUMENT 35

Grade: \_\_\_\_\_

## **HEAD FIRE DRIVER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for operating and maintaining fire apparatus as a fire driver. The incumbent is also responsible for supervising the maintenance of buildings and equipment, preparing budgets, payrolls, scheduling shifts, and maintaining inventories. The work is performed under general supervision of the Village Board and the Fire Chief with leeway allowed for the exercise of independent judgment. Direct supervision is exercised over the work of subordinate employees. The incumbent does related work as required.

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

Operates fire apparatus;  
Responsible for the repairs and maintenance of vehicles, equipment, boats, and buildings;  
Helps prepare budget;  
Keeps budget up to date;  
Checks phone bills;  
Maintains an inventory of equipment and location of same;  
Schedules shifts;  
Makes up payrolls and purchase requisitions;  
Orders equipment for operation of the department;  
Maintains necessary items for sanitation and building maintenance;  
Attends Village Board meetings as well as Council meetings on request.

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

Good knowledge of the streets and principal buildings of the locality; working knowledge of business arithmetic; ability to make arithmetic computations accurately; clerical aptitude; ability to write legibly; ability to get along well with others; demonstrated ability to drive a truck; ability to plan and supervise employees; mental alertness; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

**PROMOTION:** Two years experience as a paid fire driver.

### **OPEN COMPETITIVE:**

Graduation from high school or possession of a high school equivalency diploma and

**three years of truck driving experience of which at least three months shall have been in driving a truck with a gross vehicle weight of 18,000 pounds or more.**

**NOTE: Volunteer service as a fire driver in a fire company may be credited towards required truck driving experience.**