



Bonnie Vale Inc

14180 State Route 267, Montrose PA 18801

570-767-1018

ttfss911@gmail.com

Bonnie Vale Inc dba Twin Tier Fire & Safety Services is currently seeking an Emergency Apparatus Parts Technician.

Emergency Apparatus Parts Technician

Definition:

Under general supervision, the Emergency Apparatus Parts Technician is responsible for ordering, receiving, inspecting, storing and issuing parts for all aspects of routine maintenance and repair of emergency vehicles such as fire apparatus, ambulances and related emergency equipment. Other duties may be assigned.

Typical Tasks:

- Order, inspect and store parts for emergency vehicles and related emergency equipment
- Process part returns as needed
- Obtain needed parts from local suppliers and selected vendors
- Issue and deliver parts as requested by supervisor and mechanics
- Order and deliver substitute parts as required based on knowledge of interchangeability
- Contact manufacturers, wrecking yards and other sources to obtain parts for old or obsolete equipment
- Assist supervisor and mechanics in determining the correct parts for rebuilding and modification of equipment
- Determine proper stock levels for commonly used parts and fluids
- Order parts and fluids in a timely manner to avoid "out of stock" situations
- Pick up parts and materials from local suppliers and sources
- Maintain inventory control records using computer maintenance program
- Create service orders for maintenance and repair using computer maintenance program
- Track part orders that have extended ship dates
- Maintain parts room, stock areas and service truck supplies in a neat and orderly condition
- Restock service trucks as needed
- Other tasks as needed

Minimum Requirements:

- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.
- Possess and maintain a valid Drivers License; within 1 year of hire, obtain at minimum a PA Class B Commercial Drivers License or similar Commercial Drivers License. Other future endorsements may be required.
- Maintain physical ability and stamina to perform the tasks, responsibilities and essential functions of the position. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the position.
- Possess reliable transportation.



Bonnie Vale Inc

14180 State Route 267, Montrose PA 18801

570-767-1018

ttfss911@gmail.com

NOTE: The education or experience requirements may be modified or waived at the sole discretion of the Employer. At least one of the education or experience requirements must be met; both requirements cannot be modified or waived. An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job is required.

Education and Experience:

- Possess a High School Diploma, or General Equivalency Diploma (GED)
- Knowledge of heavy duty or diesel vehicles or completion of a heavy-duty, diesel, or industrial program from a vocational/technical or an automotive heavy-duty trade school.
- Experience in ordering heavy-duty, diesel or similar parts

Bonus Experience

- Previous experience with fire apparatus in a repair, testing, pumping or operating capacity and/or volunteer firefighting experience.

Knowledge:

- Working knowledge of heavy truck parts
- Working knowledge of the proper use of parts manuals and supply catalogs and websites
- Working knowledge of methods for organizing and storing vehicle and equipment parts
- Knowledge of inventory control methods and procedures
- Safe materials and parts handling practices

Ability to:

- Quickly obtain proper parts needed for repair and maintenance for a variety of emergency apparatus and vehicles.
- Exercise resourcefulness and ingenuity in gathering information from parts manuals, diagrams, and other sources to determine acceptable substitutes for rare and obsolete parts.
- Recognize related parts needed in addition to the parts requested for certain types of repairs
- Estimate future supply needs and maintain adequate stock levels
- Maintain accurate records both computerized and manual
- Follow written and oral directions
- Establish cooperative working relationships with coworkers and vendors/suppliers
- Learn to use the required computer programs
- Lift items weighing up to 75 pounds



Bonnie Vale Inc

14180 State Route 267, Montrose PA 18801

570-767-1018

ttfss911@gmail.com

- Operate forklift for moving pallets, receiving deliveries
- Read and understand parts manuals, both printed and computerized
- Drive vehicles such as automobiles and light duty trucks
- Distinguish colors, such as color-coded wire and the color of fluids
- Hear and distinguish various sounds in a noisy environment and operation of equipment
- Use computer/internet to find parts and/or vendors for needed supplies
- Work well in a fast paced environment
- Complete other tasks as assigned

Work Environment:

While performing the duties of this job, the employee is exposed to fumes, airborne particles and vibrations. The employee may be exposed to a variety of conditions. The noise level in the work environment can be loud.

No over time is expected.

Bonnie Vale Inc dba Twin Tier Fire & Safety Services is an Equal Opportunity Employer