TOLEDO FIRE & RESCUE DEPARTMENT

Article XIV - Maintenance Officer

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Section 1 - Authority

A. The Maintenance Bureau shall be under the direction and control of a Deputy Chief and shall be composed of such Fire and Rescue Department personnel as the Fire Chief may assign thereto, together with any other non-fire department personnel that may be assigned by higher authority.

B. Subject to the approval of the Deputy Chief, the Maintenance Officer shall establish and regulate the working hours of the personnel assigned to the Maintenance and Buildings Bureau.

Section 2 - Duties and Responsibilities of the Maintenance Officer

A. The Maintenance Officer shall prioritize reports and repair requests from fire officers and assign work to fire Maintenance Bureau personnel. They shall establish priorities for repair for the civilian Maintenance Bureau personnel, adhering to any contractual language, rules and regulations concerning said personnel.

B. The Maintenance Officer shall keep such records and submit such reports and recommendations as needed to properly inform the Deputy Chief and other concerned authorities of the number, condition and operational status of all equipment, apparatus and buildings assigned to the Department for its use.

C. The Maintenance Officer shall conduct such periodic inspections of equipment and make such vehicular tests as may be necessary to determine the present condition and anticipated need for preventative maintenance or repairs and shall submit such reports and recommendations to the Deputy Chief, together with estimates of the cost of such maintenance and repair.

D. The Maintenance Officer shall compile and cause to be maintained operating manuals and procedures covering the care, use, operation, testing, cleaning, and maintenance of all Department apparatus and equipment.

E. The Maintenance Officer shall designate the reports and records which Company Officers will be required to submit to the Maintenance Bureau covering the use, operation, care, and repairs performed

or requested to stations, apparatus and equipment.

F. The Maintenance Officer shall be responsible for the requisitioning, receipt, and issuance of all supplies and equipment for the upkeep and maintenance of all Department apparatus, tools, equipment and station housekeeping. They shall see that correct records are kept of all supplies received for such use and the disposition of such supplies.

G. The Maintenance Officer shall assist in writing specifications for all new apparatus and they shall be responsible for the testing of all new apparatus and equipment when delivered from the vendor and shall make recommendations as to whether the new apparatus and equipment should be accepted for delivery.

H. The Maintenance Officer shall make written reports to the proper authority concerning apparatus, tools and equipment deemed unfit for further service, together with recommendations for disposition of such apparatus, tools and equipment.

I. In conjunction with the Training Bureau, they shall assist in instructing and training Department personnel in the proper care and operation of all Department equipment and apparatus and shall make written reports to higher authority should the equipment or apparatus show evidence of careless or improper care or operation by Department personnel.

J. The Maintenance Officer shall establish a night call duty roster, so that a member of the Building and Maintenance Bureau will be available by telephone or radio at all hours when the Maintenance Bureau is closed.

K. The Maintenance Officer shall perform such other duties as may be prescribed by higher authority.

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