

Routine Operations

Book:	2 – Routine Operations
Chapter	III – Equipment Operations
Subject	3 – Equipment Repairs
Code	2-III-3
Revised	5/01/2003

3.01 Purpose

To provide Jersey Village Emergency Services employees and members with safe equipment, which is in a state of good repair and establish a policy for equipment repair.

3.02 Policy

- A. Jersey Village Emergency Services employees and members may perform equipment repairs of a minor nature when possible.
- B. The Maintenance Officer shall perform routine and major repairs on equipment
- C. When necessary, outside companies may be contracted to perform equipment repairs. This process will be managed and coordinated by the Maintenance Officer.

3.03 Scope

- A. The policy pertains to all Jersey Village Emergency Services equipment.
- B. The term “equipment” as used in this policy does not include fire apparatus and light vehicles.
- C. “Repair” as used in this policy, concerns those operations necessary to fix equipment which is broken and/or out of service.

3.04 Responsibility

- A. Overall responsibility for managing the repair of Jersey Village Emergency Services equipment rests with the Maintenance Officer.
- B. Employees and members shall monitor the condition of department equipment and insure that any necessary equipment repair is reported to the Maintenance Officer. They may make minor repairs as directed, if possible.

3.05 Procedure

- A. When an employee or member recognizes the need for equipment repair, they shall notify the Maintenance Officer.
- B. If the necessary repair is of a minor nature and can be completed by the personnel, the Maintenance Officer shall delegate said repair.
- C. If the repair work will require extensive repairs (repair work of more than a minor nature) then the Maintenance Officer shall be notified.

- D. Equipment needing extensive repair or repair beyond the capabilities of the personnel shall be placed in the Maintenance Room and tagged with a description of the problem (i.e. Won't start, handle loose, screw missing, etc.)