

Suggested Reference Material:

The Career Equipment Fleet Manager, Association of Equipment Management Professionals. Reference that you are taking an EVT exam to be eligible for member price of \$225.00 from 970-384-0510 or www.AEMP.org
 NFPA reference listed below - National Fire Protection Association (800) 344-3555 or www.nfpa.org
 NFPA 1071, ***Professional Qualification Standard for Emergency Vehicle Technicians, including Annex A-C 2006 edition***
 NFPA 1911, ***Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus, Leadership Theory and Practice***, Peter G. Northouse. www.amazon.com

LEARNING OBJECTIVES

Section A

The Manager shall understand the principles stated in ***The Career Equipment Fleet Manager***

1. Finance

a. Financial Management

- (1) Equipment economic life cycle
- (2) Budget definition
- (3) Budget types
- (4) Capital equipment
- (5) Physical improvements
- (6) Negotiations
- (7) Vehicle Replacement

b. Procurement

- (1) Life Cycle
- (2) Effective negotiator

c. Risk Management

- (1) Property insurance
- (2) Mobile equipment
- (3) Policy types

d. Warranty

- (1) Performance guarantee
- (2) Legalities
- (3) Incentives
- (4) Coverage
- (5) Factory recalls
- (6) Types of warranties
- (7) Purchasers responsibility
- (8) Warranty Statement

2. Information

a. Benchmarking Chapter

- (1) Definition
- (2) Business Practice
- (3) Resources
- (4) Constraints

b. Life Cycle Analysis

- (1) Oil analysis

c. Specifications

- (1) Specification Writing
- (2) Tires/Fuel
- (3) Automatic Transmissions
- (4) Diesel Engine/Gasoline Engines
- (5) Road calls
- (6) Air brake dryers
- (7) Considerations for specifications

d. Technology

- (1) Data retention
- (2) Data management
- (3) Data implementation
- (4) Information resources
- (5) Technological improvements
- (6) System capability
- (7) Training

3. Policies

a. Training

- (1) Repetitive motion injuries
- (2) Fleet manager responsibilities
- (3) Employer productivity

b. Environmental

- (1) Hazardous Materials
- (2) Hazardous Waste
- (3) EPA
- (4) Fuel Storage Tank Regulations
 - (a) Above Ground
 - (b) Diesel
 - (c) Monitoring Equipment
- (5) Containers
- (6) Toxic Wastes
- (7) Reactive Waste
- (8) Employee Environmental Training
- (9) Hazardous Communication Program
- (10) Shop Ventilation
- (11) Material Safety Data Sheets
- (12) Hazardous waste generator-LQG, SQG, CESQG
- (13) Used oil management
- (14) Record Keeping - Hazardous Material Disposition

c. Human Resource

- (1) ADA
- (2) Discipline
- (3) Sexual Harassment
- (4) EEOC
- (5) Employment Law
- (6) Motivation
- (7) Performance Evaluation
- (8) Personnel Management
- (9) Fair Labor Standards Act (FLSA)
- (10) Discrimination
- (11) Quid Pro Quo
- (12) Training
- (13) Duty to investigate
- (14) Uniformed Service Employee Re-employment Rights Act (USERRA)
- (15) Terminations
- (16) Exit Interview
- (17) Interviewing
- (18) Pregnancy

d. Safety

- (1) Emergency Evacuation Plan
- (2) Personnel Protective Equipment
- (3) Fire Extinguishers
- (4) Lock out/Tag out
- (5) Forklift Operator Training
- (6) Alcohol concentration
- (7) Retention of records
- (8) Container labeling
- (9) Inspection

4. Controls
 - a. Outsourcing
 - (1) Reasons outsourcing fails
 - (2) Control
 - (3) Nine Rules
 - b. Parts Management
 - (1) Vendor managed inventory (VMI)
 - (2) Just In Time (JIT)
 - (3) Carrying costs
 - (4) Stocking Levels
 - c. Preventive Maintenance Chapter
 - (1) Preventative/Scheduled Maintenance
 - (2) Unscheduled Maintenance
 - (3) Failure Analysis
 - (4) Roadside Inspections
 - (5) Training
 - d. Shop/Facilities Management Chapter
 - (1) Diagnosing Problems
 - (2) Empowering
- (3) Ethics
- (4) Failure Analysis
- (5) Job Assignments
- (6) On-the-Job Training
- (7) Scheduling
- (8) Serving Customers
- (9) Task Assignment
- (10) PMI / Driver / Technician
- (11) Road calls
- (12) Reports
- (13) Re-Manufactured parts
- (14) Unscheduled maintenance cost
- (15) Vehicle availability
- (16) Maintenance controls
- (17) Overtime
- (18) Work standards
- (19) Repair authorization

Section B

1. The Manager shall understand the requirements for Emergency Vehicle Technicians as stated in **NFPA 1071** including Annex A-C
 - a. Administration and Definitions
 - b. Emergency Vehicle Technician I
 - c. Emergency Vehicle Technician II
 - d. Emergency Vehicle Technician III
 - e. Qualifications and Certifications
2. The Manager shall understand the requirements for Fire Apparatus as stated in **NFPA 1911**
 - a. Administration
 - (1) Scope
 - (2) Application
 - b. Definitions
 - (1) In service fire apparatus
 - (2) Leakage
 - (3) Qualified Person
 - (4) Operational checks
 - (5) Diagnostic check
 - c. General Requirements
 - (1) Procedures and personnel requirements as referred to in Annex A regarding NFPA 1002
 - (2) Inspections and Diagnostic tests
 - d. Retirement of Apparatus
 - e. Out of service criteria
 - f. Inspections and Maintenance
 - g. Performance Testing
 - (1) Major repairs
 - (2) Water gauge

Section C Leadership - The manager shall understand leadership qualities as stated in **Leadership Theory and Practice**

1. Basic Leadership Qualities
 - a. Ethics definition
 - b. Ethical theories
 - c. Leadership types
 - d. Management compared to leadership
 - e. Leadership definition
 - f. Human skill
 - g. Integrity
 - h. Management skills
 - i. Situational leadership
 - j. Cognitive ability
2. Trait Approach
 - a. Emotional intelligence
3. Team Leadership Model