

## 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](http://www.AEMP.org)  
 NFPA reference listed below - National Fire Protection Association (800) 344-3555 or [www.nfpa.org](http://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](http://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
      - (8) Equipment overhead costs
    - b. Procurement
      - (1) Life Cycle/Cost
      - (2) Effective negotiator
  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
  3. Policies
    - a. Training
      - (1) Repetitive motion injuries
      - (2) Fleet manager responsibilities
      - (3) Employee 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
- 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
- (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
- (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
  - (19) The hiring process
- 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) Rules/Resistance to change
  - b. Parts Management
    - (1) Vendor managed inventory (VMI)
    - (2) Just In Time (JIT)
    - (3) Carrying costs
    - (4) Stocking Levels
    - (5) Re-manufactured parts
  - c. Preventive Maintenance Chapter
    - (1) Preventative/Scheduled Maintenance
    - (2) Unscheduled Maintenance
    - (3) Failure Analysis
    - (4) Roadside Inspections
    - (5) Training
    - (6) Reactive/Proactive maintenance
    - (7) What is the future
  - 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
    - (3) Test results

## 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. Intelligence
    - (1) Emotional intelligence
    - (2) IQ
3. Team Leadership Model