



JOB ANNOUNCEMENT

Post date: October 16, 2018

FIRE DEPARTMENT MECHANIC

Shoreline Fire Department is currently seeking applications for the position of **Fire Department Mechanic**.

Application Packets Accepted: October 16 – November 19, 2018 (at 4:00 p.m.)

| POSITION DETAILS | CURRENT BENEFITS SUMMARY (based on eligibility) |
|--|--|
| Salary : \$4,963- \$6,027 monthly <u>starting</u> (depending on experience and qualifications) | Comprehensive Medical Coverage |
| Regular Salary increases with time in position and obtaining of qualifications | Long-term Disability Insurance |
| | 457 Deferred Compensation Plan |
| Expected Shift Schedule: 40 hour –4 days/week | Healthcare Reimbursement Account |
| <i>Alternate shift assignments may occur</i> | Wellness Program |

SUMMARY

This is a full time, non-exempt position reporting to, and working with, and/or, independently, under the direct supervision of the Maintenance Division Manager. The position encompasses a variety of duties and responsibilities that ensure that the work being completed supports the operational readiness of the Department.

As directed, the mechanic shall be responsible to maintain, and make necessary repairs of the various vehicles in the fleet and associated Department equipment. A high level of working knowledge of vehicle systems is required. The central purpose of this position is to ensure that the Department's apparatus and equipment receive the necessary care, repair, and maintenance to protect and extend the useful life and service of these capital assets.

This is a non-uniform position represented by the International Association of Fire Fighters (IAFF) Local 1760.

Scope of Responsibility

- Knowledge of, and skilled in all aspects of vehicle preventive maintenance and repair, including, but not limited to lubrication, oil change, filters, brake adjustment and rebuild, engine tune-up, repair and/or replacement of cooling systems, exhaust systems, electrical systems, drive trains, etc. for gasoline and diesel apparatus.
- Skilled in all aspects of vehicle maintenance and repair, including but not limited to major repairs, (as opposed to preventive maintenance), such as component repair/replacement of starters, alternators, water pumps, drive train components, pump maintenance and repair, primer systems, booster tanks, valves and plumbing, motor generators, warning devices, air systems, electrical systems, hydraulic systems, etc.
- Perform troubleshooting, maintenance, and repair of appropriate communication equipment.
- Schedule and accomplish maintenance and repair in a timely manner using such approved assistance from other mechanics or fire department personnel, as needed.
- Maintain complete and explicit records of all vehicle maintenance and repairs using the system provided.
- Upon request, perform emergency repairs as necessary, outside of normal working hours.
- Maintain a safe, neat, and organized work area.
- Perform assigned duties under the direction of the Fire Chief, or his/her delegate, and be able to work with limited supervision.
- Perform other such duties on a permanent or temporary assignment, at the direction of the Fire Chief, or his/her delegate.

Knowledge, Skills, and Abilities

- Ability and knowledge of the tools, materials, methods, and procedures used in the maintenance and repair of Department gasoline and diesel apparatus.
- Ability to use maintenance and repair manuals as provided by the manufacturer or supplier.
- Ability to perform gas and electric arc welding.
- Proficient in use of all tools of the trade.
- Conduct annual pump tests and certification, maintaining required records in accordance with established systems.
- Provide all needed hand tools to perform assigned tasks.
- Schedule and perform periodic preventative maintenance inspections, service, replacement and repairs as needed to assure operational readiness in assigned areas of responsibility.
- Use diagnostic and trouble-shooting techniques to determine cause of failures and what repairs are required.
- Oversee or complete performance, acceptance, and maintenance testing of vehicles, equipment, and facilities to ensure compliance with specifications, standards, and applicable laws.
- Maintain parts and supplies inventory for maintenance and repair.
- Ability to meet physical demands of the job (job requires frequent lifting/moving up to 50lbs, climbing, stooping, kneeling, seeing, grasping, hearing, etc.)
- Communicate and work effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations and others sufficient to exchange or convey information.
- Excellent interpersonal skills including the ability to effectively communicate to build and maintain effective team relationships with employees, the public, and diverse populations.
- Ability to maintain and project a calm, informational, and persuasive demeanor in stressful situations.

Operate computer programs to perform daily duties

- Create and maintain fleet records of work performed for vehicles and equipment.
- Use Department computer system to create messages, reports and respond to e-mails.
- Use Department computer system to access the internet to conduct research as it relates to maintenance activities.

Maintain training and knowledge commensurate with duties

- Periodically attend classes or seminars to maintain and improve skills in assigned areas of responsibility.
- Complete required training for continuing education requirements to maintain or acquire certifications.

Actively manage all tasks assigned with other department personnel

- Coordinate with Battalion Chiefs the day-to-day vehicle, equipment, and facilities maintenance activities to efficiently achieve the goals of the Department.
- Provide guidance to Department personnel on proper operation and maintenance of vehicles and equipment to reduce breakdowns, undue wear, and premature mechanical failure.
- Support the other divisions to achieve Department goals.
- Performs related work as assigned.

MINIMUM REQUIREMENTS - The requirements listed below must be accomplished by the application deadline.

REQUIRED QUALIFICATIONS

- High School Diploma or GED.
- Minimum 5 years full time experience as a mechanic, with at least 2 years as a heavy truck diesel mechanic (*or commensurate experience will be considered*).
- Must have own hand tools (inventory to be furnished).
- Upon employment, and while employed, must hold and continuously maintain a valid Washington State Driver's License.
- Must be insurable under the Department's existing vehicle and umbrella liability insurance carrier and Washington State law.
- Completion of a portion of ASE Automotive Heavy Truck Certifications T1-T6 (*or equivalent, all levels will be considered*).
- Employee shall have or obtain within the first 12 months of employment a Level 1 Emergency Vehicle Technician (EVT) Certification and ASE Preventative Maintenance (T8). (www.evtcc.org)
- Basic computers skills, including word processing, spreadsheets, internet and maintenance software.
- Must possess or obtain Class A CDL (or EVIP) within 120 days of employment.
- ASE Electrical Certification (T6) within 12 months of employment.
- Must possess or obtain WA State Airbrake Certification, within 120 days of employment.

HIGHLY DESIRABLE QUALIFICATIONS

- College AA degree or Vocational Certificate in heavy truck or diesel automotive repair and service.
- Working knowledge of NFPA standards for use and operation of fire apparatus and vehicles.
- Experience developing and maintaining a comprehensive preventative maintenance program.
- Fire Pump Repair and Service Certification.
- EVIP certification or Class "A" or "B" CDL.
- Completion of ASE Automotive Heavy Truck Certifications T1 – T6.
- Achievement of ASE Master Certification.
- Level 1 (or higher) Emergency Vehicle Technician Certification. (www.evtcc.org)

COMPONENTS / TENTATIVE DATES

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|------------------------------|---|---|
| Application Period: | Opens: Monday, October 15, 2018 | Closes: Monday, November 19, 2018 at 4 p.m. |
| Assessment/Interview: | Week of November 26th | Tentative |
| Employment Starts: | ASAP | After conditions of employment including physical, background check, and other screening completed. |

APPLICATION REQUIREMENTS

- **Pickup or download application** packet at the address below or at www.shorelinefire.com
- **Submit an application** by the deadline and include the following (in order – secured with a binder clip or paperclip only):
 1. Complete the “[Shoreline Fire Department Employment Application](#)”
 2. Submit a [resume](#) summarizing your experience, skills, and abilities to meet the stated minimum requirements, desired qualifications and qualities for the position of mechanic. Resume shall be limited to 3 pages.
 3. Include **OPTIONAL** - [Letter of references](#)
 4. Complete the “[Release for Background Check](#)” form
- **Submit complete application packet to:**

Shoreline Fire Department
Attn: Human Resources – Mechanic Hire
17525 Aurora Ave N.
Shoreline, WA 98133

--OR--

Email to: employment@shorelinefire.com

Application Packets must be received by 4 p.m., November 19, 2018

TERMS AND CONDITIONS

The statements contained herein reflect general details, as necessary, to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties, as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or to otherwise balance the workload. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related or a logical assignment to the position.

Veteran's Preference: Candidates requesting veteran's preference will be asked to submit documentation (a long-form DD214) which indicates the nature of the discharge in order to receive veteran's preference points. Preference points are only added to passing scores.

Reasonable Accommodation: In compliance with the American with Disabilities Act (ADA), Shoreline Fire Department will make reasonable accommodation during any and all phases of the selection process for individuals with a disability. Please contact Human Resources at 206-533-6570 by the resume deadline date to request accommodation.

Equal Opportunity Policy Statement: Shoreline Fire Department provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Disclaimer: The provisions of this hiring notice do not constitute a contract, expressed or implied, and any provisions contained in this notice may be modified or revoked at the discretion of the Department.

Any Additional / Updated Information: Go to www.shorelinefire.com