



www.gigharborfire.org



## Employment Opportunity Fleet Mechanic

Gig Harbor Fire & Medic One is hiring one candidate to fill the position of Fleet Mechanic. A start date in November, 2019 is anticipated. We are an equal employment opportunity employer and a tobacco free workplace.

### Position Details

#### Salary & Benefits:

- Annual salary: \$80,692.30-94,932.12 DOE/DOQ
- PERS Retirement
- Medical/Dental/Vision for Employee and Family
- District Contributions to Employee's Healthcare Reimbursement Account (HRA)
- Employer Matched Deferred Compensation
- Sick Leave
- Paid Holidays
- Educational Incentives Available

**FLSA Status:** Non-Exempt

**Represented:** IAFF Local 3390 for Non-Uniformed Personnel

### District Profile:

Gig Harbor Fire & Medic One provides 911 emergency medical services, fire suppression, emergency rescue and injury prevention services to the 50,000 residents of the Gig Harbor Peninsula. Our response area covers 55 square miles with more than 50 miles of shoreline including Fox and Raft Islands.

Our three-person fleet maintenance team provides maintenance to approximately 90 vehicles and a large variety of small equipment. Together with 109 career members and 20 volunteers, we work to provide excellent fire suppression, emergency medical, and risk reduction services to our community.

The Fleet Mechanic is primarily responsible for maintaining and repairing all Fire District vehicles, ensuring the fleet is capable and ready to respond under emergency conditions under the direction of the Lead Mechanic. In order to ensure vehicle readiness the Fleet Mechanic provides routine preventative maintenance, performs testing and inspections and is available for emergency as well as routine repair work. The Fleet Mechanic will document all work performed as directed by the Lead Mechanic. This position also performs other duties as assigned.

A Fleet Mechanic job description is attached.

For more information about the Gig Harbor area, click here: [Gig Harbor Chamber Website](#).

### **Required Qualifications for Fleet Mechanic:**

1. Minimum of 18 years of age.
2. High School graduate or equivalent (GED).
3. Possess a valid driver's license with Class B CDL and able to obtain a Washington State driver's license with Class B CDL within 30 days of date of hire.
4. Minimum five (5) years' experience working as diesel mechanic, with minimum three (3) years journey level experience.
5. Experience using computer based diagnostic programs.
6. Strong attention to detail.
7. Reliable and adaptable.
8. Able to take direction from others and provide excellent customer service both internally and externally.
9. Must be able to successfully pass drug screening, psychiatric screening and comprehensive background review prior to hiring.
10. Candidates must be tobacco and marijuana free at time of testing.

### **Desired Education, Experience, Licenses and Certifications for Fleet Mechanic:**

1. Previous experience as a Fire Department mechanic
2. Level 2 EVT Certification
3. Experienced working with fleets
4. Experienced working on Cummins engines and associated diagnostic software
5. Experienced working on Ford vehicles gas and diesel and associated diagnostic software
6. Experienced working on Allison transmissions and associated diagnostic software

### **How to Apply:**

Email all documents indicated below to [HR@GigHarborFire.org](mailto:HR@GigHarborFire.org) by July 7, 2019.

### **Required Documents:**

1. Cover Letter
2. Resume
3. Completed Gig Harbor Fire & Medic One Contact Sheet (included in this packet)
4. Verification of High School Completion (form included in this packet)
5. Copy of current driver's license
6. If applicable, attach a copy of your military DD214

### **Optional Documents:**

1. Training certificates and/or diplomas in addition to those required above.
2. Letters of recommendation.

## Applicant Timeline

We are providing this timeline to help you plan your current work schedule and make travel arrangements while you are in the application process. Please note the dates indicated for “Email Notice of Advancement.” At that time, you will be notified whether or not you are proceeding to the next step. Those who are moving on in the process will receive further instructions. This timeline may be modified by the District as needed.

Application Packets Due - email to <a href="mailto:HR@GigHarborFire.Org">HR@GigHarborFire.Org</a>	July 7, 2019
Emailed Notice of Advancement in Process; instructions to schedule panel interview	July 12, 2019
Panel Interviews	July 29-August 2, 2019
Email Notice of Advancement in Process to Candidates	August 5, 2019
Complete suitability test and initial background check	Completed by August 15, 2019
Schedule Chief's Interviews	August 6-9, 2019
Chief's Interviews / Personal History Statements Collected	August 26-30, 2019
Conditional Offer of Employment	September 4, 2019
Background Checks	TBD
Psychological Evaluation/Drug Testing	TBD
Final Conditional Offer of Employment	TBD
First Day of Employment	TBD
Welcome/Introduction to Board of Commissioners	TBD

## **Title: Fleet Mechanic**

### **Reports to: Lead Mechanic**

Revised: May 8, 2006

#### ***Position Purpose:***

The primary responsibility of the Fleet Mechanic is to maintain and repair all Fire District vehicles, ensuring a fleet capable and ready to respond under emergency conditions under the direction of the Lead Mechanic. In order to ensure vehicle readiness the Fleet Mechanic provides routine preventative maintenance, performs testing and inspections and is available for emergency as well as routine repair work. The Fleet Mechanic will document all work performed as directed by the Lead Mechanic.

#### ***Supervisory Relationship***

The Lead Mechanic provides general supervision and evaluation of the Fleet Mechanic. The Fleet Mechanic has no direct supervisory role but may provide guidance to employees who use and drive district vehicles.

#### ***Duties & Responsibilities***

- 1) Inspects vehicles and mechanical systems for defects to ensure they meet all performance specifications and safety standards.
- 2) Inform supervisor of availability after regular hours and maintain communications to ensure timely response for requests for after-hours assistance.
- 3) Performs complete periodic preventative maintenance and inspections, of all district vehicles, in accordance with manufacturer's requirements and nationally recognized good practices.
- 4) Changes, repairs and rotates tires.
- 5) Performs annual service tests for engine and pump certifications.
- 6) Maintains proficiency to repair, overhaul, and adjust gasoline and diesel engines, engine driven equipment, and all other vehicle systems.
- 7) Operates a variety of diagnostic instruments and a variety of hand, electric and air driven tools.
- 8) Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- 9) Provides guidance and instruction to district personnel on the proper operation of vehicles and equipment to reduce breakdowns and premature mechanical failures.
- 10) Keeps a record of repairs and maintenance performed.
- 11) Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- 12) Assist community members who either walk-in, drive-in or are encountered for medical attention or other needs.
- 13) Performs other duties as assigned.

## ***Nature & Scope:***

The Fleet Mechanic reports to the Lead Mechanic. The major challenge for this position is to assure that apparatus and support vehicles are ready to respond. The readiness goal is to have all apparatus and staff vehicles ready to respond at all times.

This position has the proficiency to repair, overhaul, and adjust gasoline and diesel engines, the engine-driven components in the vehicles, and all other vehicle-related equipment and systems. He/she must be aware of the hazards associated with heavy equipment maintenance. This person may work alone some times, and must work safely and maintain a safe working environment. It may be necessary to attend outside schools to keep these proficiencies current.

The Fleet Mechanic assists in training District vehicle operators to balance effective operation with maximum service life. This position may be required to repair apparatus or be a resource to firefighters working on mechanical systems during an emergency as well as in the shop.

## ***Knowledge, Skills and Abilities***

Knowledge of:

- Automotive mechanics; gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding.
- Safety hazards and precautions common to municipal maintenance and repair activities.
- Practices, methods, materials and tools used in modern equipment maintenance.
- Brakes, hydraulic and air.
- Assessing electrical systems.

Skilled in:

- Use of the various tools and equipment necessary to complete the assigned maintenance tasks.

Ability to:

- Carry out assigned projects to their completion.
- Maintain effective accounting and records maintenance procedures.
- Communicate effectively verbally and in writing.
- Establish and maintain effective working relationships with employees, supervisors, vendors and the public.

## ***Machines, Tools and Equipment Used & Required***

The Fleet Mechanic will provide his/her own set of basic hand tools. The District will provide specialized tools and equipment. The employee will operate or work around the

following machines and equipment: Air tools, brake lathes, welders', in-ground and portable lifts, meters, torches, presses and any other typical shop equipment.

### ***Physical Demands***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee must frequently use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee will be expected to climb or balance, walk, stoop, kneel, crouch or crawl on and under vehicles; frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds; see at close proximity, identify specific colors, and be able to adjust focus.

### ***Working Conditions***

The working environment characteristics described here are representative of those an employee encounters while performing the principle accountabilities of this job. The employee in this position will work both indoors in a shop environment and outdoors at emergency scenes and will be subjected to adverse weather conditions occasionally. This employee will have moderate exposure to anti-freeze, oils, diesel fuel, gasoline and other general shop petroleum and cleaning products and exposure to fumes and noise.

### ***Safety***

The Fleet Mechanic will follow all common and approved safety practices and ensure that these practices are followed by all employees working at the shop or in the field. This will include proper protection of the eyes, ears, fingers and other bodily parts. The Fleet Mechanic will ensure that all shop equipment is used properly taking full advantage of all provided safety mechanisms.



# Gig Harbor Fire & Medic One

## Contact Information Sheet

Applicants will be notified of their progress in the selection process. Please complete the information below in order for Gig Harbor Fire & Medic One personnel to contact you in the most efficient and confidential manner.

If you do not want our personnel to contact you at a specific location (i.e., work), or by a specific method, please leave that space blank.

### Applicant Name:

### Home Information

Street Address:

Apartment Number:

City, State, Zip Code:

Home Phone:

Best Time to Call:

Home Fax:

Personal Email Address:

Personal Cell Phone:

Best Time to Call:

### Notes:

### Work Information

Organization:

Street Address:

City, State, Zip Code:

Work Phone:

Best Time to Call:

Work Fax:

Work Email Address:

Work Cell Phone:

Best Time to Call:

## VERIFICATION OF HIGH SCHOOL COMPLETION

Gig Harbor Fire & Medic One  
10222 Bujacich Rd NW  
Gig Harbor, WA 98333  
hr@gigharborfire.org  
253-851-3111

### ATTESTATION FORM:

I, \_\_\_\_\_ (candidate's name), hereby certify that:

\_\_\_\_\_ I graduated from: \_\_\_\_\_  
INITIAL NAME OF HIGH SCHOOL

\_\_\_\_\_ CITY, STATE \_\_\_\_\_ DATE OF GRADUATION  
(MM/YYYY)

\_\_\_\_\_ I earned a GED  
INITIAL from: \_\_\_\_\_  
NAME OF HIGH SCHOOL

\_\_\_\_\_ CITY, STATE \_\_\_\_\_ DATE OF GRADUATION  
(MM/YYYY)

If for any reason, this attestation of high school graduation or GED completion is found to be false or untrue, I understand that I will not have met the minimum eligibility requirements for employment with Gig Harbor Fire and Medic One.

By my signature below, I attest that the information provided above is true and correct to the best of my knowledge. I authorize Gig Harbor Fire & Medic One to contact my high school or GED testing facility to confirm the accuracy of the above information.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE