



## MONTECITO FIRE DEPARTMENT EMPLOYMENT OPPORTUNITY

### Fire Mechanic

\$7,550-\$8,882 Monthly as of 1/1/18

#### FILING DATE and HOURS

**Opening at 8:00 a.m. on Wednesday, January 3<sup>rd</sup>, 2018**

**Closing at 5:00 P.M. on Wednesday, January 31<sup>st</sup>, 2018**

**THE POSITION** Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Employees acting in this position will be held to this standard as well as that of their assigned rank.

Under the direct supervision of a Battalion Chief, and the general supervision of the Operations/Division Chief, the Mechanic is responsible for repairing and maintaining all District fire apparatus, vehicles and equipment. Work performed covers a complete range of diesel and gasoline powered apparatus and equipment. The mechanic does other related work as required. An employee in this class performs skilled tasks in the mechanical repair and maintenance of diesel and gasoline powered fire apparatus, hydraulic systems, gasoline powered automobiles/pickups at a journeyman level. Assignments are received in the form of general, oral or written work orders, but the employee is expected to determine the nature and extent of needed repairs. The employee may provide technical assistance in developing fleet vehicle and equipment specifications; coordinate vehicle replacement plan and schedule; monitor and report on government mandated programs; and provide related statistical analysis. All work is reviewed through the proper and safe functioning and performance of equipment and apparatus repaired.

**EMPLOYMENT STANDARDS** **The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.**

This position requires a high degree of technical knowledge, as well as the ability to exercise independent judgment when determining repair methods. After review of the Position Classification, review the Application Process found on page 5.

- Diagnose, repair and maintenance of specialized fire equipment including fire pumps and related relief valves, ball valves, primer pumps and power take-offs, electric and hydraulic systems, steering mechanisms, emergency lights, computerized ignition, pneumatic system, fuel delivery systems, air brakes, suspensions, and transmissions.
- Performs installation, repairs and maintenance on foam delivery systems, emergency lighting systems, sirens and radios.
- Inspects and repairs electronically controlled devices on vehicles and equipment.
- Diagnoses mechanical problems using electronic and mechanical test equipment.
- Uses welding equipment to fabricate metal parts/equipment and repair broken parts.
- Performs installation of varied electrical and other auxiliary equipment onto existing vehicles.
- Performs physical inventories of shop parts, tools, and equipment.
- Maintains District's emergency generators at each fire station.
- Performs all levels of repair to self-contained breathing apparatus.
- Performs routine maintenance on breathing air compressor and conducts necessary air sampling etc.
- Completes maintenance forms and service records.
- Reads and interprets technical manuals, plumbing and electrical schematics.
- Cleans and maintains work area in an orderly manner; maintains shop tools in safe and proper working condition.
- Position responsibilities also include making minor repairs, replacing inoperative parts, checking and adjusting brakes, changing oil and filters, installing batteries, tires, and glass.
- Requisitions parts, tools, equipment, and materials needed for repair work.
- Directs and approves the purchase of inventory parts and materials, contractual services, new and replacement equipment, and other fleet related requirements.
- Organizes and conducts a program of preventive maintenance for all fire apparatus and related equipment.
- Performs annual inspections and maintenance for all District vehicles; conducts acceptance and annual service tests of engines, pumps and related equipment.
- Answers emergency calls to repair equipment in case of breakdowns/accidents.
- May assist with reports on major accidents.
- Document and report all work utilizing the Fire District's computerized fleet management system.
- Prepares records reflecting amount of time spent and replacement parts utilized in repairing fire equipment.
- Maintains records and reports on all District apparatus, tools and equipment.
- Reviews vehicle and equipment needs of the District; drafts requirements and specifications formatted for the bidding and acquisition of vehicles and equipment.

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- Corresponds and maintains liaison with equipment suppliers, inspects bids submitted, recommends acquisition, and ensures manufacturer's compliance.
- Conducts fleet life cycle analysis in determining fleet replacement schedule; conducts other studies to institute optimum efficiency and effectiveness.
- Administers program compliance with federal, state and local mandates; responsible for the accurate and timely reporting to ensure conformance.
- Assures that work is accomplished in accordance with established safety practices.
- Instructs others in proper equipment operation and maintenance, and conducts training classes.
- Drives/operates a variety of District vehicles.
- Operates a variety of standard office equipment such as a computer, copier or fax machine.
- Returns to duty when called in for emergency repair or other District emergencies.
- Thorough knowledge of effective practices, methods, tools, equipment, and materials used in the maintenance and repair of fire apparatus and equipment, heavy equipment hydraulic system operation and maintenance, and heavy truck and automotive engines; preventive maintenance principles and methods; standard practices in machine shop, sheet metal, blacksmithing, arc and acetylene welding, and automotive electrical work; current sources of information on operating, maintenance and repair problems; the ability to make time, material and budget estimates; and a thorough knowledge of repair shop accident prevention measures, safety devices, and occupational hazards.
- Skilled in the use and operation of standard and specialized tools and equipment utilized in the repair and maintenance of gasoline and diesel powered equipment; setting hydraulic pressures to manufacturer specifications; assembling and disassembling equipment and system components.
- Able to or willing to learn how to program portable, mobile and base station radios including working with operations to build a satisfactory Communications Plan when needed.
- Coordinate with the Communications Coordinator and help to facilitate the installation and repair of remote radio receivers and repeater sites.

**Abilities:**

- Ability to understand and follow oral and/or written policies, procedures and instructions; communicate well with others, both orally and in writing, using both technical and non-technical language; work independently in the absence of supervision; perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines; operate or quickly learn to operate a personal computer using standard and customized software applications appropriate to assigned tasks; recognize differences in color to assure safety requirements in electrical wire repairs.

**Minimum Qualifications:**

- High School Diploma or equivalent
- Possession of valid California Drivers License issued by DMV at time of appointment.
- Possess an appropriate California Drivers License to drive fire apparatus as required by State law with a satisfactory driving record.
- Must have 3 years experience maintaining and repairing medium and heavy trucks; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

**Desired Qualifications:**

- Experience in diesel engine, air brakes and repairing and maintaining fire apparatus and equipment is strongly preferred.

**Other Requirements:**

- Within the first 6 months of employment must certify in CPR for the Professional Rescuer or equivalent certification, and AED certification
- Must complete Automotive Service Excellence (ASE) Master Technician Certificate program within 2 years of appointment. After completion, must maintain certification by re-testing every 5 years.
- Must complete Automotive Service Excellence (ASE) Truck Technician Certificate program within 2 years of appointment. After completion, must maintain certification by re-testing every 5 years.
- Must complete State Fire Marshall Fire Equipment Mechanic I and II within 5 years of appointment.
- Must successfully complete a 12 month probationary period.

**Physical Demands and Working Environment:**

Meet and maintain medical standards; maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

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The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Physical:**

- Primary functions require sufficient physical ability to work both indoors in an office type setting and outdoors in extreme weather conditions.
- Continuous sitting and upward and downward flexion of neck; side to side turning of neck; twisting and bending at the waist; and reaching below the shoulders.
- Frequent standing; walking and walking on uneven ground; reaching at and above the shoulder; power grasping, and pushing and pulling of objects and equipment; fine finger dexterity, simple grasping and repetitive use of hands to manipulate equipment controls, keyboard and other office equipment.
- Occasional running, crawling, kneeling, climbing, balancing and squatting; lifting and carrying objects more than 100 pounds with or without assistance.

**Environmental:**

- Exposure to extreme heat, cold, humidity and temperature swings working indoors and outdoors; excessive noise of emergency equipment; the noise level may be very loud when responding to emergency calls and when working at a fire or other emergency incident; exposure to dust, gases, chemicals, smoke, and blood-borne pathogens; occasional exposure to explosives at fires or other hazardous materials calls; works in and around heavy equipment with exposure to moving mechanical parts; exposure to vibration from equipment and vehicles; operations of foot controls or repetitive foot motion; may work at substantial heights; wears appropriate personal protective equipment including goggles, ear plugs or other auditory protective equipment, face protector.

**SELECTION  
PROCESS:**

**The selection process may consist of the following:**

1. Application/Employment Questionnaire
2. Written Examination
3. Oral Interview Process / Assessment Center
4. Secondary Interview Process / Chief's Oral Interview
5. Background Investigation / LiveScan Investigation
6. Psychological Evaluation
7. Medical Examination and Controlled Substances Screening

Candidates must successfully complete each phase of the selection process in order to be scheduled for subsequent phases. Upon hire, candidates will be required to successfully complete a 12 month probationary period.

**FILING  
DEADLINE:**

**Application, copies of required valid certifications and/or licenses, and responses to the Employment Questionnaire must be submitted via NEOGOV ([GovernmentJobs.com](http://www.GovernmentJobs.com)) between the hours of 8:00 a.m. on Wednesday, January 3<sup>rd</sup>, 2018, and 5:00 pm on Wednesday, January 31<sup>st</sup>, 2018.**

Link to application is at <http://www.montecitofire.com/employment>

## **EMPLOYMENT INFORMATION (CLASSIFIED)**

**APPLICATIONS** must show clearly that the employment standards listed on the front of this bulletin are satisfied. Please apply online at <http://www.montecitofire.com/employment>. Information provided is subject to verification.

**EQUAL OPPORTUNITY** is Department policy, encouraging applications from all qualified candidates without regard to age (over 40), ancestry, color, mental or physical disability including HIV and AIDS, gender identity and expression, marital status, medical condition (cancer or genetic characteristics), national origin, race, religious belief, sex (including pregnancy/childbirth), sexual orientation, political affiliation, or union membership.

**AMERICANS WITH DISABILITIES ACT (ADA) AND CALIFORNIA FAIR EMPLOYMENT & HOUSING ACT (FEHA).** Applicants with a disability who require special testing arrangements should contact the Department.

**EMPLOYMENT REQUIREMENTS** include satisfactory completion of reference checks, fingerprinting, and a police record check. Designated positions may require a Department-paid medical exam by a Department-designated physician based upon job-related physical standards, a psychological evaluation, polygraph test, background investigation, and drug screening.

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**A PROBATIONARY PERIOD** of 12 months must be satisfactorily completed for all **Non-Safety** positions. The probationary period is regarded as a continuation of the testing process, during which time an employee may be rejected at any time without cause and without the right of appeal to the Civil Service Commission. An employee who changes from full-time status to part-time becomes an Unclassified / At-Will employee.

## **SALARY AND BENEFIT INFORMATION**

Note: Salary and benefits are subject to change

**THE SALARY RANGE** consists of 3 steps, each representing an increase of approximately ten percent. **STEP INCREASES**, through the top salary step, are tied to job performance with annual performance reviews. Employees receive annual performance reviews.

**THE FOLLOWING BENEFITS** may vary and are subject to collective bargaining:

- **Vacation** is accrued beginning at 80 hours / year, increasing with years of service.
- **Sick leave** is accrued at the rate of 144 hours / year.
- **Holidays:** Staff personnel receive 12 paid holidays / year.
- **Retirement:** CalPERS Retirement Pension for Miscellaneous Employees, 3% @ 60 for classic members and 2% @ 62 for new members. The District does not participate in Social Security.
- **Insurance** including medical, dental and vision benefits is available under a group plan. The District pays a monthly maximum of \$1,950 towards medical insurance and covers the entire premium for dental and vision plans
- **Flexible Spending Account:** The District sponsors a Flexible Spending Account, which allows employees to use pre-tax dollars towards eligible health and dependent care expenses.
- **Life Insurance:** District-paid term life insurance (\$50,000) is provided.
- **Employee Assistance Program:** A District paid EAP is available for employees and members of their households.
- **Long-term Disability Insurance** is available through the Firefighters' Association.
- **Short-term Disability Insurance** is available through the Firefighters' Association.
- **Deferred Compensation Savings Plan (457)** is available to employees through a deferred compensation program. After one year of service, the District contributes \$200.00 monthly.
- **A Uniform Allowance** of \$1,000 / year will be provided by the District.
- **Longevity Incentive:** 3% incentive is accrued for each 3 years of consistent employment, capped at 24 years.
- **CPR/AED Incentive:** 5.35%
- Employee must pay an amount equal to 1.45% of salary toward **Medicare**. An equal amount is paid by the District.
- The **Montecito Firefighters' Association** represents this classification.
- For full list of benefits and post-retirement benefits visit: <http://www.montecitofire.com/employee-benefits>

## **IMMIGRATION REFORM & CONTROL ACT**

In compliance with the Immigration Reform & Control Act of 1986, if you are selected for employment with the Montecito Fire Protection District, you will be required to provide proof of identity and work eligibility within three business days from your hire date.



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# FIRE MECHANIC

## Application Process

1. **Apply:** Opening at 8:00 a.m. on Wednesday, January 3<sup>rd</sup>, 2018 and Closing at 5:00 P.M. on Wednesday, January 31<sup>st</sup>, 2018. The application and all supporting documentation **MUST** be submitted via NEOGOV at <https://www.governmentjobs.com> To view the job announcement and link to the application, go to: <http://www.montecitofire.com/employment>

Please submit the following supporting documentation with your application through NEOGOV:

- Cover letter
  - Resume
  - Employment Questionnaire
  - Valid California Class A, B, or C driver's license or equivalent allowing for licensure prior to appointment
  - Additional qualifications and/or licenses that support your fitness and capacity for the position
2. Must have a high school diploma or equivalency (e.g., G.E.D., California High School Proficiency Certificate).
  3. Must be 18 years of age at time of appointment.
  4. **Assessment:** Candidates will be subject to an oral interview/assessment.
  5. **Continuation:** Candidates must successfully complete each phase of the selection process in order to be scheduled for subsequent phases. Successful completion of a given phase does not guarantee continuation into the next segment of the process.



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