



Nevada County Consolidated Fire District

Administration Department

640 Coyote Street, Nevada City, CA 95959
(530)265-4431 • www.nccfire.com

FINAL FILING DATE: November 30, 2018

ORAL INTERVIEW: TO BE ANNOUNCED

NON-SAFETY SERVICE TECHNICIAN (full-time)

Hourly Rate: \$16.32 - \$19.83

THE POSITION

Nevada County Consolidated Fire District is seeking qualified applicants to fill the Service Technician position. The Service Technician works under immediate supervision, works with mechanics and performs a variety of maintenance tasks while learning. The Service Technician performs basic mechanical work in the maintenance and repair of the District's fleet such as passenger cars, trucks, fire equipment, and fire apparatus. Potential for future advancement. Candidates are encouraged to review the attached position description for the Service Technician position. The position is full-time, 40 hours weekly.

MINIMUM QUALIFICATIONS

Graduation from high school or passing of the General Education Development (GED) Test.

One year of experience performing minor automotive repair work or any combination of training and experience that provides the desired knowledge and abilities.

Minimum Class C California driver's license to apply. Must obtain a Commercial Class B California driver's license within six-months of appointment (training provided).

SELECTION PROCESS

1. **Application Filing:** Applications will be accepted from November 1, 2018 to 4:00pm November 30, 2018 at the Nevada County Consolidated Fire District Administrative Office at 640 Coyote Street Nevada City, CA. 95959. Applications may be dropped off in person from 8:00 am to 5:00 pm, submitted by mail and postmarked by November 30, 2018, or submitted electronically as an attachment to nccfire@nccfire.com . **Faxed or late applications WILL NOT be accepted.** To view the typical tasks, knowledge, skills, and abilities associated with this position, please visit our website to see the detailed position description.
2. **Application Evaluation:** Applications and Resumes will be reviewed by a hiring committee. The top qualified candidates will be invited to an interview process.
3. **Oral Interview:** The Oral Board will evaluate candidates in job-related areas.

The Human Resources Department may change the examination steps noted above in accordance with the Personnel Management Regulations and accepted selection practices.

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Nevada County Consolidated Fire District to consider all applicants for employment without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and related medical conditions), national origin (including language restrictions), ethnicity, age (over 40), disability (including physical or mental disabilities, HIV, and AIDS), sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (including genetic characteristics, cancer, and a record or history of cancer), genetic information, military or veteran status.

BENEFITS & APPLICANT INFO

EMPLOYMENT INFORMATION

WHO MAY APPLY: Applicants must clearly demonstrate that they meet the minimum requirements on the front of the job announcement by submitting a complete employment application by the filing date. The job announcement may require that a supplemental questionnaire be filed along with the employment application. The job announcement may also require the presentation of an official college transcript or copy of a license. United States citizenship is not required unless specifically listed under the minimum qualifications. Individuals offered employment by the District will be required to show documentation as proof of identity and eligibility to work in the United States as a condition of employment.

HOW TO APPLY: All applicants are to apply on-line at www.nccfire.com and submit the required information as indicated on the job announcement. You may also mail completed applications to NCCFD, 640 Coyote Street, Nevada City, CA 95959. It is the applicant's responsibility to meet the final filing deadlines on the job announcement and late applications will be disqualified. If you do not have access to a personal computer you can pick up a physical application at the address above.

REASONABLE ACCOMMODATIONS: Nevada County Consolidated Fire District is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA). The District requires applicants to provide supporting documentation to substantiate a request for reasonable accommodation. In order to qualify for a reasonable accommodation, applicants must have a disability/medical condition pursuant to the ADA, FEHA or other applicable statute. Qualified individuals with disabilities who need reasonable accommodation during the application or selection process may contact the Human Resources Department prior to the final filing date.

PRE-EMPLOYMENT PROCESS: Candidates under final consideration for employment with the District may be required to undergo an employment background / reference check that may include but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates and other credentials as part of the appointment process. Some positions, depending on the nature of the work, may require a criminal background investigation, including fingerprinting, a credit check, a polygraph and psychological examination, and a pre-employment physical exam, including a drug/alcohol test.

EMPLOYEE BENEFITS

BENEFITS: Nevada County Consolidated Fire District offers a wide range of competitive benefit options to meet the needs of our diverse workforce and their families. These benefits include but are not limited to:

For your Health & Welfare Benefits:

Medical, Dental Vision

Basic Life Insurance

Supplemental Life Insurance

Employee Assistance Program

For your Financial Future:

CalPERS Retirement

Short-term Disability Insurance

Deferred Compensation Plan

For your Work/Life Balance:

Paid Holidays

Sick Leave Accrual

Vacation Leave Accrual

Employee Assistance Program

This information is intended to provide a general summary of benefits available to employees, it is subject to change, and is not binding. Eligibility is determined by Nevada County Consolidated Fire District and offerings may vary by Memoranda of Understanding (MOU) or Employment Agreement between the District and the employee.