



# Employment Opportunity

## FLEET MECHANIC

**First review of applications will be on August 25, 2023.** Open until filled.



### District Profile:

Gig Harbor Fire & Medic One provides emergency medical services, fire suppression, and injury reduction and prevention services to an estimated population of 51,385, with 12,181 of its residents living within the city of Gig Harbor. The response area covers over 50 miles of shoreline including Fox and Raft Islands.

Gig Harbor Fire & Medic One is hiring for a Fleet Mechanic, with an **anticipated start date of 10/09/23**. The Fleet Mechanic, works under the general supervision of the Lead Mechanic, and is responsible for the repair of all Fire District vehicles and provides routine preventative maintenance, testing and inspections, emergency response repairs and operates a variety of diagnostic equipment to effectively perform assigned tasks. (see attached job description for additional information). This is an onsite, 40-hour per week (full-time) position.

### Required Qualifications:

- High School Graduate or equivalent GED.
- Minimum five (5) years of job experience as a diesel mechanic, with a minimum of three (3) years journey level experience.
- Experience using computer based diagnostic equipment/programs.
- Requires use of a personal or department vehicle while conducting department business. Must have and maintain a valid Washington State Driver License with Class B CDL endorsement.

### Preferred Certifications/Experience

- Previous experience as a Fire Department mechanic.
- ASE/EVT Certification as follows:
  - Light & heavy-duty fire apparatus
  - EMS Truck/Ambulance technician
  - Level 2 EVT certification
  - Experience working on Cummins engines and associated diagnostic software
  - Experience working on Ford vehicles, gas and diesel, and associated diagnostic software
  - Experience working on Allison transmissions and associated diagnostic software

### Pre-Employment Requirements

- Pre-employment background check and drug testing required.

### Position Details

**FLSA Status:** Non-Exempt

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

#### **Salary & Benefits:**

- Annual base salary: \$76,419.25 - \$109,170.36 DOE/DOQ
- WA PERS Retirement
- Medical/Dental/Vision for employee and family
- District contributions to employee's healthcare reimbursement account (HRA) \$535/month
- Employer-matched deferred compensation up to \$725/month
- Educational incentives:
  - BA/BS = Base pay + 4%
  - AA/AS = Base pay + 2%
  - 50% tuition reimbursement

***Gig Harbor Fire & Medic One is an equal employment opportunity employer and a tobacco-free workplace.***

## HOW TO APPLY

Email the required documents listed below to [hr@gigharborfire.org](mailto:hr@gigharborfire.org).

### REQUIRED DOCUMENTS

- Cover Letter
- Resume
- Professional Certifications, if applicable
- Applicant Contact Information Sheet (attached)
- Responses to the following questions. Please limit responses to one page per question.
  1. BRIEFLY describe your professional experience as a diesel mechanic and the type of vehicles you have maintained and/or repaired.
  2. Describe your knowledge and experience using diagnostic and testing equipment.
  3. The Fleet Mechanic works in a fast-paced environment that requires responsiveness, efficiency and quick turn around times. Describe your experience working in this type of environment and how you will be successful.

### **Timeline of the hiring process:**

- First review of applications: August 25, 2023
- First Interviews: September 4-15, 2023
- Second Interviews: September 18-22, 2023
- Anticipated start date: October 9, 2023

 <https://www.gigharborfire.org/about/employment/>





# Gig Harbor Fire & Medic One

## Applicant 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 representatives to contact you in the most efficient and confidential manner.

Applicant Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Best time to call \_\_\_\_\_

How did you hear about this position?

- |   |  |
|---|--|
| <input type="checkbox"/> GHFMO Website      | <input type="checkbox"/> Public Safety Testing |
| <input type="checkbox"/> GHFMO Employee     | <input type="checkbox"/> Indeed.com            |
| <input type="checkbox"/> Facebook/Instagram | <input type="checkbox"/> Governmentjobs.com    |
| <input type="checkbox"/> LinkedIn           | <input type="checkbox"/> Word-of-mouth         |
| <input type="checkbox"/> Other _____        |  |

Notes/Comments:

## **Title: Fleet Mechanic**

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

Revised: August 5, 2019

#### ***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.

## ***Minimum Education, Required Experience, Licenses and Certifications***

- Valid Washington State Driver's license with Class B CDL endorsement.
- High School graduate or equivalent (GED).
- Minimum five (5) years experience working as diesel mechanic, with minimum three (3) years journey level experience.
- Experience using computer based diagnostic programs.
- Prefer previous experience as a Fire Department Mechanic.

- Prefer ASE/EVT Certifications as follows:

- Light Duty Fire Apparatus

- Heavy Duty Fire Apparatus

- EMS Truck/Ambulance Technician

- Level 2 EVT Certification

- Experience working on Cummins engines and associated diagnostic software

- Experience working on Ford vehicles, gas and diesel, and associated diagnostic software

- Experience working on Allison transmissions and associated diagnostic software

### ***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.