



CITY OF CLOVIS, CALIFORNIA
invites applications for the position of:

Equipment Mechanic

An Equal Opportunity Employer

SALARY: \$30.86 - \$37.51 Hourly
\$5,349.00 - \$6,502.00 Monthly
\$64,188.00 - \$78,024.00 Annually

OPENING DATE: 08/03/20

CLOSING DATE: 08/17/20 04:30 PM

DESCRIPTION:

The current vacancy is for a journey-level position to perform maintenance and repair of Fire Equipment requiring a State Fire Marshall Fire Equipment Mechanic II Fleet Division

DEFINITION

Under general supervision, to perform skilled diagnostic and mechanical repair work involving automobiles, trucks, tractors, street sweepers, fire apparatus, and other gasoline and diesel heavy and light power-driven equipment; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are skilled, journey-level and involve the diagnosis and repair of light and heavy motorized and mechanical equipment. Positions in this class perform work which has some variation and which allows or requires a limited range of choice in the application of defined methods or procedures. Incumbents receive instructions when tasks are assigned and have some latitude in selecting work methods. Work is generally reviewed upon completion for final results. Incumbents are expected to refer to the supervisor for instruction matters which do not fit a clear pattern.

EXAMPLES OF DUTIES:

Makes skilled repairs and maintains a fleet of light and heavy duty equipment common to a municipal government fleet; inspects motorized and mechanical equipment; diagnoses trouble and determines extent of necessary repairs; performs routine preventive maintenance on vehicles; overhauls, repairs, and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors, and pumps; fits and adjusts bearings; installs axles and wheels; performs welding, brazing, and silver soldering; makes minor repairs to radiators, fenders, and body areas; installs and reconditions electrical systems, spark plugs, distributors, condensers, points, and rotors; tests and repairs starters and recharges batteries; overhauls master and wheel cylinders; relines and adjusts brakes; operates motorized equipment in connection with repair and servicing; repairs and adjusts ignition computers, fuel injectors, and related parts; fabricates parts to accommodate the conversion of a stock car to a police car; adjusts and replaces steering geometry; repairs and replaces parts and components of air conditioning units; repairs damaged sheet metal; maintains records; requisitions supplies and parts; operates City vehicles; and performs related work as required.

TYPICAL QUALIFICATIONS:

LICENSE AND CERTIFICATIONS REQUIRED

License:

- Possession of a valid California Driver's License and a good driving record.

- Within twelve (12) months of employment must obtain a valid Class B California Commercial Driver's License with appropriate endorsements.

Certifications:

- Possession of a current National Institute for Automotive Service Excellence (ASE) Master Certified as either a:
 - Automobile (MA) Technician;
 - Or
 - Truck (MT) Technician;
 - Or
- **State Fire Marshal Fire Equipment Mechanic II is highly desirable.**
- *Possession of current ASE certifications are not a requirement with the maintenance and repair of heavy duty construction or landfill equipment experience.
- As a condition of advancement within the classification salary range, incumbents hired in this classification will be required to continuously work towards and obtain a second certification as an ASE Master Automobile (MA) or Truck (MT) Technician or a State Fire Marshal Fire Equipment Mechanic II. The required certification will be determined by the needs of the division.
- Within four (4) years of employment, shall become certified by State Fire Marshall as a Fire Equipment Mechanic II or ASE MA or MT.
- Incumbents shall maintain all required ASE and Fire Equipment Mechanic Certifications.

EDUCATION AND EXPERIENCE

Education:

- High school diploma or equivalent.

Experience:

- Five (5) years of journey-level work experience in the maintenance and repair of automotive and other power-driven equipment including heavy equipment, diesel engines, and automobiles. Work experience as a City of Clovis Equipment Mechanic Assistant is qualifying for this classification.
 - Or
- *Five (5) years of journey-level work experience in the maintenance and repair of heavy duty construction or landfill equipment.

QUALIFICATIONS

Knowledge of:

- Proper tools, parts, equipment, and procedures used in the overhaul, repair, and adjustment of motor equipment;
- Fuel, ignition, electrical, and cooling systems and their repair and adjustment;
- Operation and care of internal combustion engines and chassis;
- Simple record-keeping;
- Simple math applicable to the mechanical trade;
- Appropriate safety precautions and procedures.

Ability to:

- Perform skilled automotive and heavy equipment repair involving gasoline and diesel work;
- Use shop tools, including drills, presses, grinders, reamers, and brake relining machines safely and efficiently;
- Use gas and electric welding and cutting apparatus;
- Make skilled repairs to motorized equipment;
- Operate a vehicle observing legal and defensive driving practices;
- Read, write, and perform shop math at the level required for successful job performance;

- Maintain simple records;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

PHYSICAL DEMANDS AND WORKING CONDITIONS

Strength: Medium work-lifting, carrying and/or pushing 50 pounds with frequent lifting and/or carrying of objects weighing up to 25 pounds.

SELECTION PROCESS

Interested applicants must submit a completed City of Clovis employment application, supplemental questionnaire, and the required certification, no later than **4:30 p.m. on August 17, 2020**, to the City of Clovis Personnel Office. Possession of current ASE certifications are required if you currently do not possess five (5) years of journey-level work experience in the maintenance and repair of heavy duty construction or landfill equipment. Applications must be submitted online at www.cityofclovis.com. For additional questions, you may contact Personnel at (559) 324-2725. Brief resumes are welcome as a supplement to the City's standard application form; however, **the application form and supplemental questionnaire must be filled out completely to be considered**. You may attach your resume at the time of application submission to the attachment section of the application form. A resume only may not be submitted in lieu of a completed employment application to be considered. **Applicants may not attach any additional documents that are not required to their application form or submit any other documents by email, mail, fax, or hand delivery**. Veterans Preference Points may be provided if a DD Form 214 demonstrating qualifying service is submitted to the Personnel Office by the position deadline date and time. Applicants may attach, hand deliver, or fax the required documents to (559) 324-2865. **Reasonable accommodation, when needed, for otherwise qualified candidates with disabilities, must be requested in writing and faxed to (559) 324-2865 at the time of application submission**. Applicants will receive notification regarding the status of their application by email or phone once the applications have been processed and reviewed.

Applicants must meet each qualification for the position by the deadline date. All applications will be reviewed based on the necessary employment standards for the position. Those candidates who best meet the needs of the operations may be invited to participate in a oral and/or written examination that will be weighted 100%. Candidates receiving a passing score may be placed on an eligibility list for a period of up to one (1) year. **As determined by the City and at the City's expense, successful candidates shall be required to complete and pass a medical examination, a drug/alcohol screen, and a background investigation**. Possession of a valid California driver's license and good driving record will be required prior to hire. Proof of citizenship or eligibility to work in the U.S. will be required at the time of hire.

REQUIRED DOCUMENTATION

Required documentation must be attached before you submit your on-line employment application to the City of Clovis. The NEOGOV application site will allow you to attach documents to an application that you have already submitted however, the system will not allow the City of Clovis to view or print attachments after the on-line employment application has been submitted. If you do not attach the required documentation prior to submitting your on-line employment application you must submit documentation by fax or hand delivery by the deadline date. Failure to submit the required document(s) will result in disqualification from the recruitment process. Applicants may not attach any other documents to their application or submit any other documents by mail, fax, or hand delivery.

The following document(s) are required:

Current copies of certification from the National Institute for Automotive Service Excellence (ASE) Master Certified as either a:

- Automobile (MA) Technician;
- or
- Truck (MT) Technician;
- or

- State Fire Marshal Fire Equipment Mechanic II;
- Possession of current ASE certifications are not a requirement with the maintenance and repair of heavy duty construction or landfill equipment experience.

Note: Expired certifications will not be accepted.

The examination may consist of questions relative to knowledge of proper tools, parts, equipment, and procedures used in the overhaul, repair, and adjustment of motor equipment; fuel, ignition, electrical, and cooling systems and their repair and adjustment; operation and care of internal combustion engines and chassis; simple record-keeping; simple math applicable to the mechanical trade; and appropriate safety precautions and procedures. The examination may also contain questions regarding the ability to perform skilled automotive and heavy equipment repair involving gasoline and diesel work; use shop tools, including drills, presses, grinders, reamers and brake relining machines safely and efficiently; use gas and electric welding and cutting apparatus; make skilled repairs to motorized equipment; operate a vehicle observing legal and defensive driving practices; read, write, and perform shop math at the level required for successful job performance; maintain simple records; understand and carry out oral and written instructions; and establish and maintain effective relationships with those contacted in the course of work.

This job flyer does not constitute a contract and its terms and conditions can change without notice.

THE CITY OF CLOVIS IS AN EQUAL OPPORTUNITY EMPLOYER

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofclovis.com>

Job #2000029
EQUIPMENT MECHANIC
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OUR OFFICE IS LOCATED AT:
1033 5th Street
Clovis, CA 93612
o: 559-324-2725 f: 559-324-2865
loris@cityofclovis.com

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Equipment Mechanic Supplemental Questionnaire

- * 1. Carefully complete your Application and Supplemental Questionnaire and submit by the final filing date as indicated on the job announcement. It is important that your application show all the relevant education and experience you possess. You may attach a resume, but this cannot be used in lieu of completing an application. Follow the instructions below on how to submit a complete application. Applications may be rejected if incomplete. Include a minimum of ten (10) years of current and/or previous work experience. Begin with your most current work experience through the previous ten (10) years. If you are unable to include ten (10) years of current and/or previous work experience you must include any combination of work or volunteer experience, academic or vocational school enrollment, and any periods of unemployment. The application may not contain any unexplained gaps in employment periods. Be sure to attach any required documents before submitting the application.
 Yes, I acknowledge and agree to the above statement.
- * 2. Please answer the following questions. This information is REQUIRED, as it will be used to initially determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in any subsequent competitive assessment to identify those applicants to be invited to continue in the examination process. Resumes will not be accepted in lieu of required supplemental responses. Please do not say, "see resume" or "see application" or your application and supplemental questionnaire will be deemed incomplete.
 Yes, I acknowledge and agree to the above statement.
- * 3. The information provided in your application must support your selected answers to the

supplemental questions. The information you provide will be verified and documentation may be required. Please be as honest and accurate as possible. With the completion of this supplemental questionnaire, you are attesting that the information you have provided is accurate. Any misstatements, omissions, or falsification of information may disqualify you from being considered for this position.

Yes, I acknowledge and agree to the above statement.

- * 4. What type of Driver License do you currently possess? Please do NOT attach a copy of your Driver's License at the time of application submission.
 - I currently do not possess a valid California Driver License
 - I currently possess a valid California Class B or higher Driver's License with appropriate endorsements
 - I currently possess a valid California Class C Driver License
 - I currently possess a valid Driver License in a State other than California
- * 5. Please list the state and expiration date MM/DD/YY of your current and valid Driver License. If you currently do not possess a valid Driver License, please explain.
- * 6. How many years in the maintenance and repair of automotive and other power-driven equipment including heavy equipment, diesel engines, and automobiles do you possess?
 - No Experience
 - Three (3) years, but less than four (4) years
 - Four (4) years, but less than five (5) years
 - Five (5) years, but less than six (6) years
 - Six (6) years or more
- * 7. Describe your experience performing journey-level maintenance and repair of automotive and other power-driven equipment including heavy equipment, diesel engines, and automobiles. Include name of employer(s), job title(s), dates of employment and hours worked per week. If no experience, indicate "N/A".
- * 8. How many years of work experience in the maintenance and repair of fire equipment do you possess?
 - No Experience
 - Three (3) years, but less than four (4) years
 - Four (4) years, but less than five (5) years
 - Five (5) years, but less than six (6) years
 - Six (6) years or more
- * 9. Select the valid and current certificate(s) from National Institute for Automotive Service Excellence (ASE) or State Fire Marshal you possess: (check all that apply). Note: Attach proof of certification(s) to your application.
 - Master Certified Automobile (MA) Technician
 - Master Certified Truck (MT) Technician
 - State Fire Marshal Fire Equipment Mechanic II
 - None of the above
- * 10. I acknowledge that if I am selected for the Equipment Mechanic that as a condition of advancement within the classification salary range, incumbents hired in this classification will be required to continuously work towards and obtain a second certification as an ASE Master Automobile (MA) or Truck (MT) Technician or a State Fire Marshal Fire Equipment Mechanic II. The required certification will be determined by the needs of the division. And within four (4) years of employment, I shall become certified by State Fire Marshall as a Fire Equipment Mechanic II or ASE MA or MT. And that I shall maintain all required ASE and Fire Equipment Mechanic Certifications. And within twelve (12) months of employment must obtain a valid Class B California Commercial Driver's License with appropriate endorsements.

Yes, I have read and understand the information listed above.

* Required Question