



CHELAN COUNTY FIRE DISTRICT 1

Serving with Pride and Commitment



136 S. Chelan Avenue
Wenatchee, WA 98807-2106
(509) 662-4734
chelancountyfire.com

Employment Opportunity

Fleet Mechanic

Chelan County Fire District 1 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.

Position Details

Salary & Benefits:

- Annual salary: \$66,040-\$77,695 DOE/DOQ
- PERS Retirement
- Medical/Dental/Vision for Employee and Family
- Employer Deferred Compensation Matching
- Paid Vacation and Sick Leave
- Paid Holidays

FLSA Status: Non-Exempt

Represented: IAFF Local 453 for Non-Uniformed Personnel



District Profile:

Chelan County Fire District #1 (CCFD1) was created in 1943, and currently operates as a combination department with 45 full time employees, 34 volunteers, and 3 seasonal wildland staff. CCFD1 provides emergency response to structure fires, wildland fires, medical emergencies, hazardous material incidents, and technical rescues to the 43,500 citizens of our 72 square mile response area which includes the City of Wenatchee, Malaga, and unincorporated areas of Chelan County. The District is funded primarily through levy rates, bonds, protection contracts and is governed by a 3-member elected board of Commissioners.

Department operations are conducted from four, 24-hour staffed stations as well as two-auxiliary stations housing volunteer resident firefighters and additional apparatus. The District responds to roughly 2,600 calls per year including EMS, structure fire, wildland fire, hazardous materials and technical rescue. The District participates in the Public Protection Class Rating System and currently has a rating of 5.

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. 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 Wenatchee Valley, click here: www.wenatchee.org to see the Wenatchee Valley Chamber of Commerce website.



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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 of 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

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

1. Previous experience as a Fire Department mechanic
2. Level 2 EVT Certification
3. Experience working with fleets
4. Experience working on a variety of heavy diesel engines and associated diagnostic software
5. Experience working on light and medium duty gas and diesel vehicles and associated diagnostic software
6. Experience working on Allison transmissions and associated diagnostic software

How to Apply:

Email all documents indicated below to Cindy Blaufuss cblaufuss@chelancountyfire.com by October 18, 2019.

Required Documents:

1. Cover Letter
2. Resume
3. Completed Chelan County Fire District 1 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



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Title: Fleet Mechanic

Supervision: Lead Mechanic

Revised: September 2, 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 or drive-in to the shop or are encountered in public.
13. Performs other duties as assigned.
14. Performs simple fabrication as needed.



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 always to have all apparatus and staff vehicles ready to respond.

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 sometimes 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

It is desired 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 functions 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.

NOTE: Appointees will be subject to completion of a standard 12-month introductory period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.





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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 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	October 1, 2019
Email Notice of Advancement and instructions to schedule panel interview	October 12, 2019
Panel Interviews	October 29, 2019
Email Notice of Advancement in Process to Candidates	November 5, 2019
Complete suitability test and initial background check	Complete by November 15, 2019
Schedule Chief's Interviews	November 8, 2019
Chief's Interview and Personal History Statements Collected	November 22, 2019
Conditional Offer of Employment	November 25, 2019
Background Checks	TBD
Medical Evaluation and Drug Testing	TBD
Final Conditional Offer of Employment	TBD
First Day of Employment	TBD
Welcome and Introduction to Board of Commissioners	TBD





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Contact Information Sheet

Applicants will be notified of their progress in the selection process. Please complete the information below for Chelan County Fire District 1 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.

Personal Information

Applicant Name	
Mailing Address	
Personal Email Address	
Personal Phone	
Best Time to Call	
Notes	

Work Information

Organization	
Mailing Address	
Work Email Address	
Work Phone	
Best Time to Call	
Notes	



VERIFICATION OF HIGH SCHOOL COMPLETION

Chelan County Fire District 1
136 South Chelan Ave
Wenatchee, WA 98801
cblaufuss@chelancountyfire.com
509-662-4734

ATTESTATION FORM:

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

INITIAL I graduated from: _____
NAME OF HIGH SCHOOL

CITY, STATE

DATE OF GRADUATION
(MM/YYYY)

INITIAL I earned a GED

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 Chelan County Fire District 1.

By my signature below, I attest that the information provided above is true and correct to the best of my knowledge. I authorize Chelan County Fire District 1 to contact my high school or GED testing facility to confirm the accuracy of the above information.

SIGNATURE

DATE



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