



CITY OF SNOHOMISH

Founded 1859, Incorporated 1890

116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TEL (360) 568-3115 FAX (360) 568-1375

January 3, 2012

Application Package

Mechanic

Thank you for your interest in the Mechanic position for the City of Snohomish.

This application package includes:

- A copy of the job announcement;
- A copy of the job description; and
- A five-page application form.

A completed application will include the following:

- A completed and signed application form; and
- A letter of interest and detailed resume.

Applicants who need accommodation during any part of the application or interview process should call City Hall at 360-568-3115.

Submit to:

City of Snohomish Human Resources
116 Union Avenue
Snohomish, WA 98290

**APPLICATIONS MUST BE RECEIVED BY CITY HALL
NO LATER THAN 5:00 p.m. on
Friday, January 31, 2012
(No Postmarks)**

MECHANIC
Snohomish, Washington

Under general supervision, the mechanic performs heavy and automotive mechanical work on light to heavy duty and automotive equipment and machinery. Responsibilities also include maintaining construction equipment and tools according to preventative maintenance schedules, and assisting in the ordering of vehicles and equipment. Position also performs skilled welding and equipment fabrication. Position requires: Equivalent to the completion of the twelfth grade supplemented by specialized Mechanic training, with three years of increasingly responsible experience in the repair and maintenance of vehicles and equipment including one year maintaining diesel engines. Possession of a valid Washington State Driver's License, ASE Mechanic Certificate from an accredited course of study and a Class A CDL with tanker endorsement is required. Must successfully pass criminal background and pre-employment driver's records check. Annual salary: \$48,228-55,944 DOQ, plus benefits. Applications available at Snohomish City Hall, 116 Union Avenue, (360) 282-3162, or download at www.ci.snohomish.wa.us. Closes: 1-31-12, 5 p.m. EOE

MECHANIC

UNION POSITION

SUMMARY DESCRIPTION

Under direction, schedules, services, overhauls, repairs, and maintains City vehicles and equipment, including automobiles, trucks, construction equipment, and power tools, according to preventive maintenance schedules or in response to breakdowns, accidents, and reports of operating malfunctions; assists in ordering vehicles and equipment; welds, fabricates, and assembles parts and equipment; and performs preventive maintenance duties on a variety of commercial and non-commercial vehicles and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

1. Plans, schedules and implements maintenance operations for all city owned vehicles and equipment; performs unscheduled repairs as necessary.
2. Performs needs assessment on all City equipment including analysis and recommendations for replacement of vehicles and equipment.
3. Inspects, diagnoses, and locates mechanical difficulties on automobiles, trucks, and on a variety of maintenance and construction light and heavy equipment; determines extent of necessary repairs and estimates time and materials needed.
4. Overhauls, repairs, and adjusts engines, clutches, transmissions, differentials and related components; fits and adjusts bearings; installs axles and wheels.
5. Keeps engines tuned up for efficient and dependable operation; repairs, replaces, and installs parts and components as necessary.
6. Diagnoses, maintains, and repairs electrical system components, ignition systems, alternators, starters, and batteries.
7. Repairs and maintains emergency vehicles and safety equipment related to Public Works.
8. Performs a wide variety of routine preventive maintenance services to City owned vehicles, equipment and small power tools.
9. Conducts emergency repair work on CDL and non CDL required vehicles and equipment in the field; transports equipment between locations as necessary.
10. Plans work procedures based on experience and technical manuals and uses equipment, such as Electronic Testers and diagnostic equipment to repair and maintain the city fleet.
11. Obtains parts from Inventory Control Specialist responsible for the parts inventory room; orders parts through the Inventory Control Specialist, or purchases parts from established City suppliers.
12. Welds, fabricates, and assembles parts and equipment for City automotive and heavy equipment; fabricates and modifies tools as needed.
13. Maintains and repairs shop equipment; cleans and maintains assigned work area; disposes of hazardous materials according to established procedures.
14. Performs safety inspections on all City vehicles and ensures all repairs have been completed; performs annual D.O.T. inspections and tests and passes emissions on all City vehicles.

15. Assists in purchasing new vehicles and equipment; prepares and reviews bid specifications for vehicles and equipment as necessary.
16. Assists in preparation of the initial division budget, prepares requests for line item expenditures, monitors assigned line item expenditures, and makes budget adjustment recommendations to management staff.
17. Creates, and implements schedule for vehicle and equipment maintenance; notifies responsible staff when routine maintenance and repairs are necessary; enters appropriate information into computer system; maintains logs.
18. Coordinates and communicates with staff, private shops and the County shop regarding needed maintenance, warranty, body and other work performed within the city shop and with outside vendors.
19. Coordinates with management staff to identify needed capital improvements and to help in the establishment of cost estimates.
20. Maintains a documented work history both in writing and on computer of each vehicle; maintains work, time, and material records and preventive maintenance schedule.
21. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a fleet maintenance and repair program.
 Current methods, equipment, tools, and materials used in the overhaul, repair, maintenance, and adjustment of gas and diesel powered equipment and vehicles.
 Principles of gasoline and diesel powered engine mechanics as applied to the maintenance and repair of automotive and road and construction equipment.
 Operating and repair characteristics of a wide variety of vehicle and light and heavy equipment systems including electrical, hydraulic, braking, air conditioning, fuel, ignition, steering, suspension and transmission systems.
 Methods and techniques of performing preventive maintenance including preventive maintenance inspection methods.
 Methods and techniques of performing diagnostic troubleshooting services.
 Methods and techniques of metal fabrication and welding.
 Office procedures, methods and equipment including computers.
 Basic principles and practices of municipal budget preparation and administration.
 Principles and procedures of record keeping.
 Shop mathematics.
 Occupational hazards and standard safety practices.
 Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Perform a variety of mechanic work in diagnosing, troubleshooting and repairing vehicles, equipment and components.
 Use and operate a variety of tools and testing equipment in a safe and effective manner.
 Accurately diagnose mechanical repair needs.
 Troubleshoot and repair radios, computers, strobe lighting and siren systems, and other emergency vehicle equipment.
 Estimate the time and cost of repairs.

Perform various welding and fabrication duties.
Perform safety inspections and identify safety hazards.
Maintain a variety of shop and repair records.
Understand and carry out oral and written directions.
Exercise good judgment and initiative in work functions
Operate office equipment including computers.
Participate in the preparation and administration of assigned budget.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized Mechanic training.

Experience:

Three years of increasingly responsible experience in the repair and maintenance of vehicles and equipment including one year maintaining diesel engines.

License or Certificate:

Possession of a valid Washington State Driver's License.
ASE Mechanic Certificate from an accredited course of study.
Class A Commercial Driver's License with tanker endorsement.

Other

Must successfully pass the city's criminal background and pre-employment driver's records check.

Ability to successfully complete various required training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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.

Environment: Shop environment; occasional field environment with some travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, airborne particles, and all types of weather and temperature conditions; exposure to hazardous traffic conditions.

Physical: Incumbents require sufficient mobility to walk, stand, and sit for prolonged periods of time; exert required physical effort to perform moderate to heavy physical work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing, and pulling; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.



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116 UNION AVENUE □ SNOHOMISH, WASHINGTON 98290 □ TELEPHONE (360) 568-3115 FASCIMILE (360) 568-1375

EMPLOYMENT APPLICATION

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| An incomplete application may delay action or disqualify you. Please type or use ballpoint pen in completing this application. | Position Applied For: Mechanic |
|--|--|

PERSONAL

| | | |
|--|---|-------------|
| Name: Last | First | M.I. |
| Street Address: | Home Phone: | |
| City: State: Zip: <i>Have you resided at the above address at least 3 years? If no, give prior address below.</i> | Daytime Phone: | |
| Prior Address: Driver's License Number/State <i>Expiration Date:</i> _____ <i>(if driving is an essential job function)</i> | If under 18 years of age, can you furnish a work permit? () YES () NO | |
| Have you ever applied for employment with the City? () YES () NO If yes: Month and year _____ Department _____ | | |
| Are you available for full-time employment? () YES () NO If not, when can you work? | | |
| You may need to work overtime. Will such a requirement create a problem for you? () YES () NO | | |
| Are you legally eligible for employment in the United States? () YES () NO If no, why? | | |
| Do you have relatives working for the City? If yes, who? | | |
| Have you ever worked for, or are you acquainted with, other City employees? () YES () NO If yes, who? | | |

EDUCATION

| TYPE OF SCHOOL | SCHOOL AND LOCATION | MAJOR COURSES | CREDIT HOURS EARNED | YEARS ATTENDED | DEGREE RECEIVED |
|---------------------------|---------------------|---------------|---------------------|----------------|-----------------|
| High School or GED | | | | | |
| Business or Technical | | | | | |
| Undergraduate Studies | | | | | |
| Graduate Studies | | | | | |
| Other Courses or Training | | | | | |

Can you perform the essential functions of the position for which you are applying with or without reasonable accommodation? () YES () NO

Describe your abilities, knowledge and skills that qualify you for this position:

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List your licenses or certificates (professional or trade licenses or certificates required for this position)

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Have you been convicted of a criminal offense within the past 10 years? (An affirmative answer will not automatically disqualify you from being considered for employment.)

YES NO If yes, list below:

| Name of Court | City and State | Date of Conviction |
|-----------------|----------------|--------------------|
| | | |
| | | |
| Details: | | |

WORK HISTORY

Beginning with your present or most recent employment, list your work experience history for the last 10 years. Attach additional sheets as necessary. **COMPLETE THE FOLLOWING SECTIONS EVEN IF YOU ARE SUBMITTING A RESUME IN ADDITION TO THIS APPLICATION. AN INCOMPLETE APPLICATION MAY DELAY ACTION OR DISQUALIFY YOU.**

In evaluating your application, we may contact the employers listed below, unless you indicate those you do not want us to contact and state a reason.

| | | |
|---|--|------------------|
| Employer's Name: | From | To |
| Address: | Supervisor: | |
| Phone: | Hours worked per week: | Starting Salary: |
| Position Title: | Ending Salary: | |
| Primary Duties: | Number of employees supervised by you: | |
| Reason for leaving (if still employed, indicate reason for wanting to leave): | May we contact your employer? If no, please state reason. | |

| | | |
|---------------------|---|------------------|
| Employer's Name: | From | To |
| Address: | Supervisor: | |
| Phone: | Hours worked per week: | Starting Salary: |
| Position Title: | Ending Salary: | |
| Primary Duties: | Number of employees supervised by you: | |
| Reason for leaving: | May we contact your employer ? If no, please state reason. | |

| | | |
|---------------------|--|------------------|
| Employer's Name: | From | To |
| Address: | Supervisor: | |
| Phone: | Hours worked per week: | Starting Salary: |
| Position Title: | Ending Salary: | |
| Primary Duties: | Number of employees supervised by you: | |
| Reason for leaving: | May we contact your employer? If no, please state reason. | |

| | | |
|---------------------|--|------------------|
| Employer's Name: | From | To |
| Address: | Supervisor: | |
| Phone: | Hours worked per week: | Starting Salary: |
| Position Title: | Ending Salary: | |
| Primary Duties: | Number of employees supervised by you: | |
| Reason for leaving: | May we contact your employer? If no, please state reason. | |

Were you known by a different name by any of the above employers or educational institutions? () YES () NO
If yes, please identify the employer or educational institution and state the name by which you were known:

DRIVERS RECORD REQUIREMENT

For positions requiring a valid Washington State Drivers License, a five-year Employment Driving Record Abstract from the State Department of Licensing is required and must be attached to the completed employment application. Applications without the abstract will not be considered. A driving record abstract can be obtained at any State DOL office upon request. A nominal fee, plus your driver’s license for identification, is required by the State DOL office.

ACCOMMODATION

If you need accommodation in order to complete or participate in the application or interview process, please notify the Human Resources Office at (360) 568-3115.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the City to provide equal opportunity for employment to all individuals regardless of race, color, religion, sex, national origin, age, veteran status, marital status, political affiliation, sexual orientation, the presence of sensory, mental or physical disability, or other basis prohibited by federal, state or local law. This policy applies to all areas of employment, including, but not limited to, recruitment, selection, placement, retention and separation.

AT-WILL STATUS

I understand that, if employed, I am employed “at-will” and the employment relationship between the City and me can be terminated with or without cause and with or without notice at any time by either the City or me.

SIGNATURE AND ACKNOWLEDGEMENT

I, the below-signed, make this application as an inducement to this Employer to evaluate my application and to employ me. I have read this completed application, including the Equal Employment Opportunity statement, and I certify that entries made by me are without omission and are a full, truthful account of my present and past activities. I authorize and give the right to the City to make a thorough, vigorous investigation of all entries made on this form by me and other materials I have provided. Any false or misleading statement or entry on this form and other material I have provided will result in my immediate termination, if I am employed. I agree to prompt payroll deduction of overpayments made to me or amounts owed to the City.

| | |
|-------|---|
| Date: | This is a legal document, read it carefully before signing. Signature: |
|-------|---|

AUTHORIZATION TO RELEASE INFORMATION

I, _____, hereby grant permission for the City of Snohomish, to contact any and all of my current/prior employers to inquire about any and all aspects of my current and prior employment. I understand and agree that the City of Snohomish may ask for and receive information regarding my performance, duties, compensation and any other matter in any way related to my current and prior employment. I hereby waive any right I may have, now or in the future, to bring a claim against the City of Snohomish, its past or present agents, employees, officials, representatives or attorneys, in their individual or official capacities, for any information about which it may inquire or receive from any of my prior employers. I also hereby waive any right I may have, now or in the future, to bring a claim against any of my current and prior employers, as well as their past or present agents, employees, officials, representatives or attorneys, in their individual or official capacities, for any information they may provide to the City of Snohomish. I acknowledge that this permission and waiver are freely and voluntarily given to the City of Snohomish.

Signature

Printed Name

Date