



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through **INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT**

POSITION: Airport Diesel Mechanic & Equipment Operator
Redmond Airport

This is a full-time, AFSCME Council 75 union represented position. Excellent City benefit package when eligible.

ESSENTIAL JOB FUNCTIONS:

Duties include, but are not limited to:

Repairs, maintains, and operates Redmond Airport vehicles and equipment. Plans, carries out, and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors. *(The complete job description is attached.)*

MONTHLY SALARY GRADE:

Grade 12 \$3,338 -- \$4,103

MANDATORY JOB QUALIFICATION REQUIREMENTS:

High school graduation or GED equivalent plus a minimum of three (3) years experience in diesel and gasoline engine and power train repair or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Special Requirements:

Possession of, or must obtain a valid Oregon driver's license within thirty (30) days of hire. Possession of or must obtain a valid Oregon CDL license of the required classification to operate Airport Department vehicles and equipment within six (6) months of hire. Must have a safe driving record.

Must be in possession of a Diesel Mechanic Certification.

FINAL CANDIDATE SELECTED FOR POSITION WILL BE REQUIRED TO PASS A DRUG SCREENING AND A THOROUGH DMV CRIMINAL HISTORY INVESTIGATION.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST (indicating why you want to be considered for this position) must all be received by the above Employment Office ***no later than 5:00 PM, Friday, March 23, 2007.*** Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 business days following the closing date of the position, it is likely you have not been selected for an interview.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.

**City of Redmond Employee Association (COREA)
Represented by AFSCME Council 75 Union**

Disclosure Statement

During the recruitment process the City would like to inform prospective employees that if they are selected for a represented position with the Public Works department they will be subject to a collective bargaining agreement between their division and the City.

The City currently recognizes the City of Redmond Employee Association (COREA) affiliated with AFSCME Council 75, as the sole and exclusive bargaining representative for Public Works. COREA affiliated with AFSCME acts as a bargaining agent for the purposes of establishing rates of pay, hours of work, employee benefits, and other conditions of employment for represented, non-supervisory, and non-confidential regular employees.

Compulsory membership in COREA is not, and shall not, be a prerequisite for employment. However, any employee who objects to membership in the Association and chooses not to belong on the basis of bonafide religious tenets of a religious body of which the employee is a member, shall make a payment in lieu of dues to the Association or mutually agreeable charitable organization. Such payments shall be equal to current Association dues.

More detailed and specific information may be obtained from the COREA President.

Updated: 03-09-07



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Airport Diesel Mechanic & Equipment Operator
DEPARTMENT: Airport
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 12
EMPLOYEE GROUP: Union / Represented

PURPOSE OF POSITION:

Repairs, maintains, and operates Redmond Airport vehicles and equipment.

ESSENTIAL JOB FUNCTIONS:

Plans, carries out, and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.

Operates a variety of diagnostic instruments and hand, electric, and air driven tools.

Tests, services and repairs vehicles and mechanical equipment.

Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.

Repair both diesel and gasoline engines, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies, brakes, and related systems.

Cuts and welds metal, and performs body repair, touch up and related work.

Changes and repairs tires and tubes. Evaluates the status of mechanical equipment and vehicles, and performs or schedules needed repairs.

Analyzes and inspects vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Follows approved shop procedures. Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance upon approval of supervisor.

Provides emergency field assistance to disabled equipment as needed and appropriate.

Assists in the preparation of bid specifications for vehicles and mechanical equipment.

Assists in the preparation of mechanical budgets in conformance with adopted policies and procedures.

Maintains records, prepares reports, and other specialized maintenance records of equipment and mechanical equipment.

Operate in a competent, safe manner a variety of vehicles and equipment required to perform duties including, but not limited to automobile, backhoe, pickup/utility truck, 12 yard dump truck, sweepers, chain/trimming saws, snow plow/blower, miscellaneous power and hand tools, grader, weed eaters, lawn edger, loader, riding and manual lawn mowers, large rotary mower, and farm tractor.

Assists other Airport personnel with equipment operations. Performs related work as required.

JOB QUALIFICATIONS REQUIREMENTS:

Mandatory Requirements:

High school graduation or GED equivalent plus a minimum of three (3) years experience in diesel and gasoline engine and power train repair or any equivalent combination of experience and training which demonstrates the ability to perform the above described duties.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of automotive mechanics, gas and diesel engines, transmission, hydraulics, generators and power-train. Ability to establish and maintain effective preventive maintenance programs, policies, and procedures. Ability to carry out assigned projects to their completion. Ability to communicate effectively in verbal and written communications. Ability to establish and maintain effective working relationships with employees, supervisors, vendors, and the public.

Special Requirements:

Possession of, or must obtain a valid Oregon driver's license within thirty (30) days of hire. Possession of or must obtain a valid Oregon CDL license of the required classification to operate Airport Department vehicles and equipment within six (6) months of hire.

Must have a safe driving record.

Must be in possession of a Diesel Mechanic Certification.

Desirable Requirements:

Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.

Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.

Ability to perform arc welding tasks on heavy and light steel. Basic first aid and CPR certification.

Possess certificate from diesel engine repair school.

SUPERVISION RECEIVED:

Work is performed independently or as part of a work crew often without direct supervision after assignment of duties. The employee generally works under the direct supervision of the Airport Operations and Maintenance Manager.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions. While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl; and talk or hear.

The employee must occasionally lift and/or move up to 50 pounds and rarely lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Operates a variety of diagnostic instruments and hand, electric, and air driven tools; backhoe, 12-yard dump truck, sweepers, chain/trimming saws, snow plow/blower, miscellaneous power and hand tools, grader, weed eaters, lawn edger, loader, riding and manual lawn mowers, large rotary mower, farm tractor, mobile radio and aviation radio. This position requires use of City vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee frequently works in outside weather conditions; near moving mechanical parts; vibrations; exposed to fumes, airborne particle, chemicals, occasionally works in high, precarious places, and is occasionally exposed to wet conditions. The employee is frequently exposed to adverse weather conditions.

The noise level in the work environment is usually moderate, except during certain maintenance duties when noise levels may be loud.

Employees in this position are required to work in areas or around equipment which may meet or exceed the OSHA Hearing Conservation sound level. Employees in this position will participate in the City of Redmond Hearing Conservation Program.

This position will be shift work that includes weekends, evenings and holidays.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or 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.

Carrie Novick
Airport Manager

March 1, 2007
Date

Sharon Harris
Human Resources Director

ADOPTED: July 1, 2002
REVISED: March 1, 2007