



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: VEHICLE MECHANIC I

Salary Range: \$3,440 - \$4,228 per month

MINIMUM QUALIFICATIONS:

High school diploma or GED equivalent, plus some specialized training in mechanics, or a closely related field; two (2) years of experience in an automotive environment completing lube, oil and filter service, new vehicle preparation, tire changes and auto detailing.

SPECIAL REQUIREMENTS/LICENSES:

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

DESIRABLE REQUIREMENTS:

First Aid and CPR certifications; ASE certifications

HOW TO APPLY:

Request application packet from:

DeAnne Wakefield – HR/Administrative Specialist
deanne.wakefield@ci.redmond.or.us

SUBMIT COMPLETE APPLICATION PACKET TO:

Vehicle Mechanic I Recruitment
City of Redmond
716 SW Evergreen Ave.
Redmond OR 97756

TO BE CONSIDERED, APPLICATION PACKET MUST INCLUDE:

- CITY OF REDMOND APPLICATION**
- CURRENT RESUME'**
- LETTER OF INTEREST** (indicating why you want to be considered for this position)
- DRIVERS LICENSE SUPPLEMENTAL FORM**
- VETERANS' PREFERENCE FORM** (if applicable)

Application packets must be submitted to the above address and be received by **Friday, February 10, 2012, at 4pm**. No email or fax submissions accepted.

Only those applicants who are selected to participate in the interview process will be notified.

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



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Vehicle Mechanic I
DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 10
EMPLOYEE GROUP: Union / Represented

PURPOSE OF POSITION:

Performs day-to-day operational and preventative maintenance related to automotive equipment. Inspect, diagnose, maintain, repair and modify fleet equipment comprised of a variety of light, medium and heavy automotive and maintenance equipment under the direct supervision of the senior mechanic.

ESSENTIAL JOB FUNCTIONS:

- Completes assigned maintenance tasks generated through the departments vehicle maintenance schedule program.
- Inspects, adjusts and replaces necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake, both diesel and gasoline engines, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Check fluid levels and add or change fluids as necessary; lubricate the vehicle/equipment in accordance with the manufacturers specifications, changes and repairs tires and tubes.
- Wash and detail vehicles/equipment to ensure presentable appearance.
- Pick up, deliver and return equipment and parts and verifying the accuracy of accompanying invoices and credit memos.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.
- Performs other duties as assigned.

JOB QUALIFICATION REQUIRMENTS:

Mandatory Requirements:

High school diploma or GED equivalent plus some specialized training in mechanics, or a closely related field; two (2) years of experience in an automotive environment completing lube, oil and filter service, new vehicle preparation, tire changes and auto detailing.

Necessary Knowledge, Skills and Abilities:

- Determine the kind of tools and equipment needed to do a job, and skill in operation.
- Read, understand and apply information from procedural and manufacturer handbooks to solve problems and make decisions.
- Ability to carry out assigned projects to their completion.
- Use logic and reasoning to identify the strengths and weaknesses of solutions, conclusions or approaches to problems.
- Listen to what other people say and ask appropriate questions to obtain need information.
- Provide information based on factual understanding of processes and procedures.
- Move equipment, parts and tools using appropriate safety procedures and practices.
- Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

Special Requirements/Licenses:

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

Desirable Requirements:

First Aid and CPR certification; ASE certifications.

SUPERVISION RECEIVED:

Works under the close, daily supervision of the Vehicle Maintenance Supervisor, and under the general supervision of the Transportation Division Manager who holds employees accountable for achieving Division goals and objectives.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may guide other employees in training or operational procedures.

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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; computer, calculator, phone; mobile or portable radio.

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 functions.
- While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the mechanic shop 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.
- Employee may be required to work evening, weekend, or 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.

Mike Caccavano
Interim Public Works Director

2-23-2012
Date

Sharon Harris
Human Resources Director

2-23-2012
Date

ADOPTED: August 15, 2011

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.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Mike Viegas at (541) 504-3032, 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).

**Equal Opportunity / Affirmative Action Employer
Drug Free Workplace**

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

**AFSCME Council 75 Union
Airport & Public Works**

Disclosure Statement

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

The City currently recognizes AFSCME Council 75, as the sole and exclusive bargaining representative for Airport and Public Works. 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 the Union is not, and shall not, be a prerequisite for employment. However, any employee who objects to membership in the Union 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 Union or mutually agreeable charitable organization. Such payments shall be equal to current Union dues.

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

- **Other School Attended After High School, or Special Training Received:**

NAME AND LOCATION OF SCHOOL OR TRAINING FACILITY

FROM (month/year)_____ TO (month/year)_____ Full Time Student Part Time Student

Major_____ Minor_____ No. Of Credits Received_____

FIELDS OF STUDY OR TITLES OF SPECIAL COURSES

CERTIFICATES, DEGREES, OR OTHER EARNED

- **Other School Attended After High School, or Special Training Received:**

NAME AND LOCATION OF SCHOOL OR TRAINING FACILITY

FROM (month/year)_____ TO (month/year)_____ Full Time Student Part Time Student

Major_____ Minor_____ No. Of Credits Received_____

FIELDS OF STUDY OR TITLES OF SPECIAL COURSES

CERTIFICATES, DEGREES, OR OTHER EARNED

8. Describe specialized training, military service, job-related skills, other related skills, and professional licenses and certificates that you consider relevant to the position for which you are applying:

9. Have you ever been discharged from employment - Yes No. If yes, explain fully:

10. Please list any criminal convictions (other than traffic infractions) you have sustained. You will not be automatically excluded from consideration if you have been convicted of a crime. Your suitability for the position sought will be evaluated based upon the totality of circumstances, such as the nature of the crime, the timeliness of the conviction, or the type of work involved. If you do not have any such convictions, state "none."

11. Are you/have you been a member of Oregon PERS? Yes No

12. Have you ever worked for the City of Redmond before? Yes No. If yes, date(s) worked and position(s) held:

13. To insure that you are not placed in a position which might be a hazard to you or to others, a physical examination prior to appointment to a position may be required. Final appointment for those specific positions

will be contingent upon the results of the physical examination.

14. EMPLOYMENT HISTORY - Beginning with your present/most recent job, describe your work experience during the past ten (10) years. List any experience related to the duties of the position for which you are applying. Include any non-paid/volunteer work that might apply.

NOTE: IF SELECTED FOR AN INTERVIEW PRESENT AND PAST EMPLOYERS WILL BE CONTACTED.

FILL IN THE FOLLOWING IN DETAIL. PLEASE PRINT.

• _____
NAME OF PRESENT OR LAST EMPLOYER

Address	City	State	Zip Code	Telephone
JOB TITLE _____	IMMEDIATE SUPERVISOR'S NAME _____			

FROM (month/year) _____ TO (month/year) _____ Full Time Part Time (Hrs Per Week _____)

STARTING SALARY _____ LAST SALARY _____

Specific Duties _____

Reason For Leaving _____

• _____
NAME OF PRESENT OR LAST EMPLOYER

Address	City	State	Zip Code	Telephone
JOB TITLE _____	IMMEDIATE SUPERVISOR'S NAME _____			

FROM (month/year) _____ TO (month/year) _____ Full Time Part Time (Hrs Per Week _____)

STARTING SALARY _____ LAST SALARY _____

Specific Duties _____

Reason For Leaving _____

• _____
NAME OF PRESENT OR LAST EMPLOYER

Address	City	State	Zip Code	Telephone
JOB TITLE _____	IMMEDIATE SUPERVISOR'S NAME _____			

FROM (month/year) _____ TO (month/year) _____ Full Time Part Time (Hrs Per Week _____)

STARTING SALARY _____ LAST SALARY _____

Specific Duties _____

Reason For Leaving _____

15. REFERENCES. List three (3) professional references, other than family, who are familiar with your work experience and job performance.

NAME	OCCUPATION	ADDRESS	PHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

16. IMMIGRATION AND REFORM AND CONTROL ACT OF 1986.

If hired, you will be required to submit identification in accordance with the Immigration and Naturalization Service requirements. Do you have the legal right to work in the U.S.? Yes No

17. ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS.

A job description detailing the essential functions and duties of the job for which you are applying is attached. Are you able to perform the essential job functions or duties listed with or without accommodation? Yes No

**AS AN APPLICANT FOR EMPLOYMENT WITH THE CITY OF REDMOND
I UNDERSTAND AND AUTHORIZE THE FOLLOWING:**

I hereby certify that the information contained in this application contains no misrepresentations or falsifications, and that the information given is true and complete to the best of my knowledge and belief. I fully understand that misrepresentations or omissions of fact in this application is cause for disqualification of this application and/or dismissal from employment. I fully understand the requirements for employment with the City of Redmond as contained in this application. I authorize the City of Redmond, OR, to make any and all necessary inquiries or investigations to verify or supplement the information contained herein. I also specifically authorize any past employer, education, or other person with knowledge of my work history, to release to the City of Redmond, any information requested to determine my qualifications and fitness for the position I am seeking. Further, I release the City of Redmond and all individuals giving or receiving information from any liability or damage whatsoever which may result from furnishing the requested information. AN UNSIGNED APPLICATION IS CONSIDERED AN INCOMPLETE APPLICATION.

APPLICANT'S SIGNATURE

DATE

Please read the attached instruction page carefully. All instructions must be followed to be considered as an applicant for this position.

COMPLETE ATTACHED SUPPLEMENTAL IF POSITION REQUIRES DRIVERS' LICENSE

(10-05-09)

VETERANS' PREFERENCE



Under Oregon law, veterans who meet minimum qualifications for a position may be eligible for employment preference. If you think you may qualify, please read the following checklist carefully. Check the box for each item that is appropriate. If you need further explanation of have specific questions, please contact The City of Redmond Human Resources Department at (541) 923-7725.

Please complete this form and submit it along with your application materials.

Qualified Veteran: You may claim veterans' preference if you check at least one of the boxes below and provide proof by submitting a copy of your DD-214 or 215 that reflects your "Honorable" separation status from Active Duty.

Preference will not be applied unless you submit the appropriate documentation at the time you submit your application materials.

ORS 408.225 (e)

- I served on active duty with the Armed Forces of the United States for a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for a period of more than 178 consecutive days beginning after January 31, 1955 , and was discharged or released from active duty under honorable conditions; or
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions because of a service-connected disability or;
- I served on active duty with the Armed Forces of the United States for 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- I served on active duty with the Armed Forces of the United States for at least one day in a combat zone and was discharged or released from active duty under honorable conditions; or
- I received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- I am receiving a nonservice-connected pension from the United States Department of Veterans Affairs.

Please turn over and complete page 2

“Active Duty” does not include attendance at a school under military orders, except schooling incident to an active enlistment or a regular tour of duty, or normal military training as a reserve officer or member of an organized reserve or National Guard unit.

Qualified Disabled Veteran: You may claim additional preference as a disabled veteran if you can check at least one box in the section below and provide proof of eligibility by submitting both of the following documents: (1) A copy of your Certificate of Release or Discharge from Active Duty (a Federal DD from 214/DD form 215 that reflects your “honorable” separation status. And (2) A public employment preference letter from the United States Department of Veterans Affairs, unless the information is already included in your DD 214/215. You can order a preference letter by calling the US Department of Veterans Affairs at 1-800-827-1000. Preference will not be applied unless you submit the appropriate documentation at the time you submit your application.

ORS 408.225(1)(3)-Disabled Veteran

- I am entitled to disability compensation under laws administered by the US Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim veterans’ preference and certify that the above information is true and correct. I understand that any false statements or misrepresentations made by me may be cause for my disqualification or dismissal, regardless of when discovered.

Print Name

XXX-XX-_____
Last 4 of your Social Security No.

Signature of Applicant

Date

Position Applied for:

City of Redmond
Supplemental Driver's License Form
Complete if Applying for Position Requiring a Valid Drivers' License

NAME OF APPLICANT: _____
Please Print

Do you have a valid Oregon Drivers' License? NO YES - ODL No: _____

Do you have a valid DOT CDL? NO YES - ODL No: _____

List previous license no., or license no. from another state: _____

Have you ever had your license suspended or revoked? - NO YES, if yes, explain fully:

Have you ever been denied issuance of a license? NO YES If yes, explain fully:

The job you are applying for involves the use of City vehicles, therefore, we need to know if you are presently
Insured under vehicle insurance - NO YES - If NO, are you insurable at this time? _____

Have you ever been refused vehicle insurance, or have you ever had your vehicle insurance revoked or
withdrawn? NO YES If yes, give details, reasons, names of insurance companies, and dates:

Signature: _____

Date: _____

The information on this form will be used only for City vehicle usage requirements
and will be maintained in a confidential manner.