



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
Public Works Department

Duties include but are not limited to:

Performs semi-skilled and skilled tasks in maintaining the vehicles and mechanical equipment of the department. Job description attached.

SALARY RANGE:

Grade 12: \$3,228 - \$3,968 per month. Salary based on 2005/2006 wage scale. Excellent City benefit package when eligible. This position is represented by the City of Redmond Employee Association.

MINIMUM QUALIFICATIONS:

Graduation from high school diploma or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field. Three (3) years of related experience, or any equivalent combination of education and experience.

DESIRABLE REQUIREMENTS:

Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; 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. Skill in operation of listed tools and equipment. Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

SPECIAL REQUIREMENTS:

Possession of or ability to obtain a valid Oregon CDL License within 30 days of hire, and a safe driving record.

All selected finalists for City employment are subject to testing for drugs and a DMV/criminal background check.

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, June 23, 2006**. 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 working 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)
affiliated with AFSCME Council 75**

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 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: 2/1/05



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Vehicle Mechanic
DEPARTMENT: Public Works
FLSA STATUS: Non-Exempt
SALARY GRADE: Grade 12
EMPLOYEE GROUP: Association / Represented

PURPOSE OF POSITION:

Performs semi-skilled and skilled tasks in maintaining the vehicles and mechanical equipment of the department.

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 a variety of 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.

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

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

Changes and repairs tires and tubes.

Evaluates status of mechanical equipment and vehicles, and performs or schedules needed repairs.

Conducts various analysis and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.

Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.

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 and administration of mechanical budgets in conformance with adopted policies and procedures.

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

Other duties as assigned.

May serve as a member of various employee committees.

JOB QUALIFICATION REQUIRMENTS:

Mandatory Requirements:

Graduation from high school diploma or GED equivalent plus some specialized training in mechanics, maintenance management, or a closely related field; three (3) years of related experience, or any equivalent combination of education and experience.

Valid State Driver's with CDL endorsement, or ability to obtain one within 30 days.

Necessary Knowledge, Skills and Abilities:

Thorough knowledge of automotive mechanics; Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding; price trends and grades or quality of materials and equipment; 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.

Skill in operation of listed tools and equipment.

Ability to establish and maintain effective preventive maintenance programs, policies and procedures; Ability to maintain effective accounting procedures; Ability to carry out assigned projects to their completion; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, supervisors, vendors and the public.

SUPERVISION RECEIVED:

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

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 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; personal 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 work environment is moderately noisy.

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.

Department Director

Date

Human Resources Director

ADOPTED: AUGUST, 1999
REVISED: 7/1/01, 12/21/04