



EASTSIDE FIRE & RESCUE EMPLOYMENT OPPORTUNITY

Position: FIRE MECHANIC

2021 Salary: \$5,577.87 - \$7,344.00/month D.O.E.

Closes: September 29, 2021 at noon

Position Description/Qualifications: Please visit www.eastsidefire-rescue.org for more information.

Benefits: Eastside Fire & Rescue provides employees with excellent benefits including, but not limited to: membership into the Public Employees Retirement System (PERS), medical, vision, and dental insurance for employees and dependents, employer funded VEBA account (health reimbursement account), employer contribution to 457 deferred comp (no employee match required), vacation leave, education incentive, tuition assistance, short term disability, and eleven paid holidays plus two additional personal holidays per year.

Employees are on probation the first 12 months of employment.

Additional Information: Applicant hired is required to make a choice to become a member of Local 2878 of the International Association of Firefighters within 30 days of employment, or claim the right of non-association under RCW 41.56.122

Application Location: Application packets can be obtained online at www.eastsidefire-rescue.org. Completed packets may be submitted in person, or mailed to:

Eastside Fire & Rescue
Human Resources
175 Newport Way NW
Issaquah, WA 98027

Application Requirements: Candidates are required to submit the following to be considered:

- Employment application
- Structured resume
- Complete driver's abstract
- Photocopy of high school diploma or GED
- Photocopy of valid driver's license (must obtain WA DL by date of hire)

Assessments: Qualified applicants will be invited to participate in a written exam. Candidates with the top scores will then be invited to a practical assessment and panel interview. The process also includes a thorough background screening, psychological evaluation, medical-physical examination, and drug screening.

Eastside Fire & Rescue Information: Eastside Fire & Rescue proudly serves the communities of Issaquah, North Bend, Sammamish and Fire Districts 10 and 38, which includes Carnation and areas of unincorporated King County. Eastside Fire & Rescue employs over 140 full time career personnel and approximately 60 volunteers. Please go to www.eastsidefire-rescue.org for more information.

A no-smoking policy applies to all Eastside Fire & Rescue facilities.

Become part of something great! Eastside Fire & Rescue is an equal opportunity employer.

TENTATIVE SCHEDULE OF EVENTS:

Fire Mechanic

Applications Available:	September 2, 2021
Applications Close:	September 29, 2021 at noon
Written Exam:	October 13, 2021 at 6:00 p.m.
Practical Assessment & Panel Interview:	Week of October 18th (exact day TBD - daytime hours)
Background Screening:	October 25-29, 2021
Conditional Offer of Employment:	October 25-29, 2021
Psychological Eval & Medical Exam	October 25-29, 2021
Offer of Employment:	October 29, 2021
Date of Hire:	November 16, 2021



Eastside Fire & Rescue Job Description

Position Title: Mechanic II
Division: Mechanical Maintenance
Reports To: Shop Supervisor
FLSA Status: Non-Exempt
Revised: September 1, 2021

General Summary:

The Mechanic II works at the direction of the Shop Supervisor. Must work with little or no supervision and shall coordinate with other Agency divisions to accomplish the goals of the shift to create a coordinated working environment. Performance evaluations shall be conducted by the Shop Supervisor.

Essential Job Functions:

1. Assists in setting up and following administrative controls under the vehicle maintenance function; assists in the establishing of record control under assigned areas; assists in the preparation of bid specifications when purchasing new or repairing on-hand equipment; assists where needed in establishing minimum standards for maintenance performance.
2. In coordination with the Shop Supervisor, is responsible for portable firefighting equipment and small tools maintenance (e.g., maintaining records control, assisting in bid specifications, performing repairs for on-hand firefighting equipment, follow minimum standards for firefighting equipment repair, etc.).
3. Performs a wide variety of maintenance and repair functions on gas/diesel/hybrid powered Agency owned vehicles and contract customers, diagnose malfunctions, perform repairs, metal fabrication, and welding on specialized fire apparatus and equipment in the Shop and in the field.
4. Requires full competency in skill/proficiency/independency in on-going assignments. Works in accordance with specific procedures, established practices, and under direction of the Shop Supervisor.
5. Responsible for providing routine mechanical work within the Shop and stations (e.g., lubrication, oil and filter changes, pump valve repair, pump packing adjustments, nozzle inspection and repair, brake adjustments, cooling system inspection, periodic flushing and pressure testing, replacement of lights, etc.).
6. Requires knowledge to locate and acquire parts for Agency vehicles and equipment and maintain inventory of stocked parts, hardware, tools and consumables

Knowledge, Skills, and Abilities:

1. Responds to accidents for protecting Agency assets (i.e., engines, aid cars, ladders, staff vehicles), assisting in the recovery of property, and documenting the accident scene.
2. Knowledge to establish Agency programs, priorities, and objectives within the assigned area.
3. Schedules routine maintenance and perform necessary repair of Agency vehicles, and equipment.
4. Maintains accurate and timely written and electronic records of work performed.
5. Skilled in written and oral communications of the English language.
6. Coordinates maintenance of vehicles with all shifts and divisions of the Agency.
7. Continually seeks, maintains, develops, and implements industry "Best Practices."
8. Ability to maintain a valid Washington State Driver's License with driving record free of serious or frequent violations, and in accordance with Agency Policy.
9. Ability to obtain and maintain a valid CDL with Class "A" endorsement, tank vehicle endorsement, no air brake restriction, no manual transmission restriction, and no tractor-trailer CMV restriction.

Required Education and Experience:

1. Shall be minimum 21 years of age.
2. Shall possess a High School diploma or GED.
3. Minimum two years' operational experience in related field.
4. Valid Washington State Driver's License with driving record that is in accordance with Agency Policy.
5. Shall possess or obtain CDL with Class "A" endorsement, tank vehicle endorsement, no air brake restriction, no manual transmission restriction, and no tractor-trailer CMV restriction, within 12 months of hire. (May be adjusted per COVID restrictions.)
6. Graduate of an accredited school of auto mechanics and repair desired.
7. Shall obtain and maintain a first aid/CPR certification within three months of hire.
8. Shall possess and maintain an Automotive Service of Excellence (ASE) certification on the following schedule within one year of date of hire:
 - ASE Exams (Heavy Duty Truck Technician):
 - T-4 Truck, Brakes
 - T-5 Truck, Suspension and Steering
 - ASE Exams (Automotive Technician):
 - A-4 Automobile, Suspension and Steering
 - A-5 Automobile, Brakes
9. Experience in providing the means to measure and assure quality control and safety standard compliance regarding work performed by the Shop.
10. Demonstrated discretion and independent judgment in performance of duties.
11. Experience in maintaining confidential, harmonious work relationships.
12. Background in continuing training to meet current objectives.

Physical Requirements:

1. Ability and stamina to perform heavy physical labor and work in all types of weather conditions.

2. Ability to drive a variety of vehicles, utilize all tools and equipment necessary to accomplish work assignments.
3. Ability to perform certain operations utilizing specialized fire equipment (i.e., single/dual axle fire trucks, aerial ladder trucks, tenders, aid cars, staff vehicles, tractor-trailer combination vehicles etc.) necessary to accomplish maintenance and repair activities.
4. Must be able see, hear, and comprehend maintenance operations; must be able to read a computer screen, various reports, letters, documents, and training materials; must be able to drive personal and Agency vehicles.
5. Must be able to frequently communicate, express oneself, convey, converse, and exchange information with others either in person, phone, or through radio; must be able to remain in a stationary position for long periods.
6. Frequent movement is necessary in the Shop and office setting, in meetings, at conferences, etc., for long periods.
7. Occasionally ascends/descends stairs; occasionally positions self to reach high/low workspaces; occasionally kneels, stoops, crouches, and crawls.
8. Must be able to move, transport, and/or position material up to 60 pounds.
9. Frequently operates a computer and other office equipment (e.g., calculator, copy machine, printer, etc.).
10. Frequently works in indoor and outdoor setting; occasionally required to work for prolonged periods without rest during disasters or in inclement weather.
11. Must successfully pass the Agency's pre-hire background, medical physical to include a drug screen, and psychological testing.

Working Conditions:

Normally works a 40-hour week. The normal working hours are defined in the Collective Bargaining Agreement between the employer and the employee. The work schedule may be adjusted to meet the needs of the Agency.

Attendance at meetings, standby at incidents, and responses to certain alarms during evening hours, weekends, and holidays is an essential component of the position. The employee may be exposed to adverse weather conditions as well as hazardous environments such as immediate danger to life and health (IDLH), chemicals, heat, cold, light, and dark. Work utilizes standard office software, hardware, and equipment.

Emergency/Alternate Work Schedule:

To ensure the Agency workforce is protected and to ensure the continuity of operations, the employee may be required to work an alternate work schedule in the case of an emergency (i.e., epidemic, severe weather conditions, or other emergency situations). An alternative work schedule may also be utilized in place of a traditional fixed work schedule to help balance work and personal responsibilities.

General Sign-Off:

The employee is required to adhere to all Agency policies, regulations, and procedures. The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore,

they do not establish a contract for employment, and are subject to change at the discretion of the Agency.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: _____ Date: _____ Emp#: _____



Eastside Fire & Rescue Job Description

Position Title: Mechanic I/Heavy Duty

Division: Mechanical Maintenance

Reports To: Shop Supervisor

FLSA Status: Non-Exempt

Revised: September 1, 2021

General Summary:

The Mechanic I/Heavy Duty works at the direction of the Shop Supervisor. Must work with little or no supervision and shall coordinate with other Agency divisions to accomplish the goals of the shift to create a coordinated working environment. Performance evaluations shall be conducted by the Shop Supervisor.

Essential Job Functions:

1. Assists in setting up and following administrative controls under the vehicle maintenance function; assists in establishing of record control under assigned areas; assists in the preparation of bid specifications when purchasing new or repairing on-hand equipment; assists where needed in establishing minimum standards for maintenance performance.
2. In coordination with the Shop Supervisor, is responsible for portable firefighting equipment and small tools maintenance (i.e., maintaining records control, assisting in bid specifications, performing repairs for on-hand firefighting equipment, following minimum standards for firefighting equipment repair, etc.).
3. Performs a wide variety of maintenance and repair functions on gas/diesel/hybrid powered Agency owned vehicles and contract customers, diagnose malfunctions, perform repairs, metal fabrication and welding on specialized fire apparatus and equipment in the Shop and in the field.
4. Requires full competency in skill/proficiency/independency in on-going assignments. Works in accordance with specific procedures, established practices, and under direction of the Shop Supervisor.
5. Requires knowledge to locate and acquire parts for Agency vehicles and equipment and maintain inventory of stocked parts, hardware, tools and consumables.

Knowledge, Skills, and Abilities:

1. Responds to accidents for protecting Agency assets (i.e. engines, aid cars, ladders, staff vehicles), assisting in the recovery of property, and documenting the accident scene.
2. Knowledge to establish Agency programs, priorities, and objectives within the assigned area.
3. Demonstrates proficiency and skills in automotive engine and drive train repair, brakes and electrical systems, heavy duty truck diesel and gasoline engines and

- drive trains, and heavy-duty air brakes and electrical systems.
4. Demonstrates discretion and independent judgment in performance of duties.
 5. Experience in maintaining confidential, harmonious work relationships.
 6. Background in continuing training to meet current objectives.
 7. Assists in establishing standards for maintenance performance.
 8. Schedules routine maintenance and necessary repair of Agency vehicles, and equipment.
 9. Maintains accurate and timely written and electronic records of work performed.
 10. Skilled in written and oral communications of the English language. Develops product specifications, advertises needs, conducts bid openings, provides analysis of received bids/quotes, and makes recommendations for the purchase of apparatus/equipment consistent with applicable law and Agency policy.
 11. Coordinates maintenance of vehicles with all shifts and divisions of the Agency.
 12. Ability to continually seek, maintain, develop, and implement industry "Best Practices."
 13. Ability to maintain a valid Washington State Driver's License with driving record free of serious or frequent violations, and in accordance with Agency Policy.
 14. Ability to obtain and maintain a valid CDL with Class "A" endorsement, tank vehicle endorsement, no air brake restriction, no manual transmission restriction, and no tractor-trailer CMV restriction.

Required Education and Experience:

1. Shall be minimum 21 years of age.
2. Shall possess a High School diploma or GED.
3. Valid Washington State Driver's License with driving record that is in accordance with Agency Policy.
4. Shall possess or obtain CDL with Class "A" endorsement, tank vehicle endorsement, no air brake restriction, no manual transmission restriction, and no tractor-trailer CMV restriction, within 12 months of hire. (May be adjusted per COVID restrictions.)
5. Minimum two years' full-time mechanical experience working on fire apparatus.
6. Shall obtain and maintain a first aid/CPR certification within three months of hire.
7. Shall possess and maintain an Automotive Service of Excellence (ASE) certification on the following schedule:
 - Shall possess at date of hire:
 - A-4 Suspension & Steering, Automotive
 - A-5 Brake, Automotive
 - T-4 Brakes, HD Truck
 - T-5 Suspension & Steering, HD Truck
 - T-8 Preventative Maintenance and Inspection
 - Shall obtain within 24 months of appointment:
 - T-1 Gasoline Engines
 - T-2 Diesel Engines
 - T-3 Heavy Duty Truck, Drive Train
 - T-6 Heavy Duty Truck, Electrical
 - T-7 Heating, Ventilation and A/C
 - A-1 Engine Repair
 - A-2 Automatic Transmission/Transaxle
 - A-3 Manual Drivetrain and Axles

- A-6 Electrical Systems, Automotive
- A-7 Heating and Air Conditioning
- A-8 Engine Performance, Automotive

Physical Requirements:

1. Ability and stamina to perform heavy physical labor and work in all types of weather conditions.
2. Ability to drive a variety of vehicles, utilize all tools and equipment necessary to accomplish work assignments.
3. Ability to perform certain operations utilizing specialized fire equipment (e.g., single/dual axle fire trucks, aerial ladder trucks, tenders, aid cars, staff vehicles, tractor-trailer combination vehicles, etc.) necessary to accomplish maintenance and repair activities.
4. Must be able to see, hear, and comprehend maintenance operations; must be able to read various reports, letters, documents, and training materials (paper and electronic).
5. Must be able to drive personal and Agency vehicles.
6. Must be able to frequently communicate, express oneself, convey, converse, and exchange information with others either in person, phone, or through radio; must be able to remain in a stationary position for long periods.
7. Frequent movement is necessary in the Shop and office setting, in meetings, at conferences, etc., for long periods.
8. Occasionally ascends/descends stairs; occasionally positions self to reach high/low workspaces; occasionally kneels, stoops, crouches, and crawls.
9. Must be able to move, transport, and/or position material up to 60 pounds.
10. Frequently operates a computer and other office productivity equipment such as a calculator, copy machine, and computer printer.
11. Frequently works in indoor and outdoor setting; occasionally required to work for prolonged periods without rest during disasters or in inclement weather.
12. Must successfully pass the Agency's pre-hire background, medical physical to include a drug screen, and psychological testing.

Working Conditions:

Normally works a 40-hour week. The normal working hours are defined in a separate Collective Bargaining Agreement between the employer and the employee. The work schedule may be adjusted to meet the needs of the Agency.

Attendance at meetings, standby at incidents, and responses to certain alarms during evening hours, weekends, and holidays is an essential component of the position. The employee may be exposed to adverse weather conditions, as well as hazardous environments, such as immediate danger to life and health (IDLH), chemicals, heat, cold, light, and dark. Work utilizes standard office software, hardware, and equipment.

Emergency/Alternate Work Schedule:

To ensure the Agency workforce is protected and to ensure the continuity of operations, the employee may be required to work an alternate work schedule (e.g., telework) in the case of an emergency (i.e., epidemic, severe weather conditions, or other emergency situations). An alternative work schedule may also be utilized in place of a traditional fixed work schedule to help balance work and personal

responsibilities.

General Sign-Off:

The employee is required to adhere to all Agency policies, regulations, and procedures. The statements herein are intended to describe the general nature and level of work performed by the employee, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment, and are subject to change at the discretion of the Agency.

I have read, understand, and agree to adhere to this explanation, conditions, and job description.

Signature: _____ Date: _____ Emp#: _____

EMPLOYMENT APPLICATION

Please return to:
Eastside Fire & Rescue
 Human Resources Division
 175 Newport Way NW
 Issaquah, WA 98027
 PHONE: 425-313-3249
 FAX: 425-313-3253



Date Stamp Received

Eastside Fire & Rescue is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, honorably discharged veteran or military status, genetic information, or any other legally protected classification.

If you need any form of accommodation to participate in the application or testing process, please provide reasonable notice to Human Resources at 425-313-3249.

POSITION: FIRE MECHANIC	TODAY'S DATE
FULL NAME REQUIRED	How did you hear about the position?
LAST NAME: _____ FIRST: _____ MIDDLE: _____	EF&R Public Site _____ AWC Site _____
PREFERRED NAME: _____	Daily Dispatch _____ Newspaper _____
MAILING ADDRESS: _____ STREET ADDRESS: _____	Other _____
CITY/STATE/ZIP: _____ HOME TELEPHONE: _____	
EMAIL ADDRESS: _____ CELL PHONE: _____	
VALID WA STATE DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No If other State, which? _____	
(A valid driver's license is required) Driver's License Number: _____	
SPECIAL ENDORSEMENTS/LICENSES: _____	

TRAINING AND EDUCATION

Circle highest grade completed in school: 9 10 11 12 College: 1 2 3 4 Graduate School: 1 2 3 4			
COLLEGES / OTHER TRAINING	Location	Subject/Major	Degree/Certificate

WORK HISTORY: *This section must be complete for your application to be considered. Begin with your present or most recent employment and include periods of self-employment and U.S. military service. Attach extra pages if necessary in order to list your work experience for the last 10 years.*

EMPLOYER'S NAME:		POSITION:
CITY AND STATE:		
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:
May we contact this supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of employees supervised by you:
PRIMARY DUTIES:		
REASON FOR LEAVING:		

EMPLOYER'S NAME:		POSITION:
CITY AND STATE:		
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:
May we contact this supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of employees supervised by you:
PRIMARY DUTIES:		
REASON FOR LEAVING:		

EMPLOYER'S NAME:		POSITION:
CITY AND STATE:		
FROM (MO/YR):	TO (MO/YR):	HOURS WORKED PER WEEK:
SUPERVISOR:		SUPERVISOR'S PHONE NUMBER:
May we contact this supervisor for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of employees supervised by you:
PRIMARY DUTIES:		
REASON FOR LEAVING:		

REFERENCES (Please list people and/or supervisors who can evaluate your work performance.)

NAME

WORK RELATIONSHIP TO YOU

PHONE

Lateral Position:

This section left blank intentionally.

Veterans' Scoring Criteria:

Per RCW 41.04.010, veterans' scoring criteria may be claimed upon release from active military service or upon receipt of separation orders indicating an honorable discharge, issued by the respective military department.

AGREEMENT, CERTIFICATION, AND AUTHORIZATION

I hereby certify, under penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and the information given is true and complete to the best of my knowledge and belief. I understand that knowingly providing false information on this application will be grounds for elimination from further consideration, or, if employed, for dismissal at any time. _____(Initial Here)

I authorize Eastside Fire & Rescue to solicit information regarding my character, general reputation, credit, previous employment and similar background information, and to contact any and all references I have given on my application under the provisions found in RCW 4.24.730. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release Eastside Fire & Rescue from any and all liability arising out of disclosure or failure to disclose information regarding me and my work history in response to a reference check. _____(Initial Here)

In connection with my application for employment, Eastside Fire & Rescue may obtain a consumer report from a consumer reporting agency and may use that consumer report for employment purposes. Under federal law, a "consumer report" includes "any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer' credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a fact or in establishing the consumer's eligibility for...employment purposes..." 15 U.S.C. §1681 a(d). The term "employment purposes," when used in connection with a consumer report, means "a report used for the purpose of evaluating a consumer for employment, promotion, reassignment or retention as an employee." 15 U.S.C. §1681 a (f). Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and a summary of my rights under the Fair Credit Reporting Act. By initialing here, I hereby authorize Eastside Fire & Rescue to procure a consumer report to be used for employment purposes. _____(Initial Here)

In connection with my application for employment, Eastside Fire & Rescue may obtain a credit report (job-related positions only) and may use that credit report for employment purposes. Before any adverse action is taken, based in whole or in part on the information contained in the credit report, I will be provided a copy of the report, the name, address and telephone number of the reporting agency, and an opportunity to respond. By initialing here, I hereby authorize Eastside Fire & Rescue to procure a credit report to be used for employment purposes _____(Initial Here)

In the event of employment, I will be required to abide by all Eastside Fire & Rescue policies, rules & regulations. I understand this application is not intended to be a contract for employment and that Eastside Fire & Rescue reserves the right to make changes in conditions and benefits of employment. I further agree if Eastside Fire & Rescue advances any paid leave before it has been accrued, or advances any money during the course of my employment, Eastside Fire & Rescue is authorized to deduct from my wages sufficient funds to repay such advances. _____(Initial Here)

I agree if I lose, damage, or fail to return any Eastside Fire & Rescue property at the time of my separation of employment, Eastside Fire & Rescue is authorized to deduct from my final paycheck the cost of such property. _____(Initial Here)

I certify I am not engaged in any outside activity or business that could be considered in conflict with Eastside Fire & Rescue's interest, nor will I become engaged in such activity or business if employed. _____(Initial Here)

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large number of applications received, not everyone who applies for a vacant position will be interviewed and/or tested. Additionally, I give permission for Eastside Fire & Rescue to contact references, and request information related to educational background, employment history, and special licenses or training. _____(Initial Here)

I understand that, if selected, I will be required to provide proof of my identity and my legal right to work in the United States prior to actual employment with Eastside Fire & Rescue. _____(Initial Here)

I consent to drug testing as may be requested by Eastside Fire & Rescue's representatives. _____(Initial Here)

I acknowledge Eastside Fire & Rescue is an equal opportunity employer. _____(Initial Here)

SIGNATURE OF APPLICANT (REQUIRED)

DATE