City of Fullerton Invites Applications For

MECHANIC II

$3,444 - $ 4,395 PER MONTH

PLUS BENEFITS & CITY-PAID RETIREMENT

A completed City of Fullerton application and supplemental questionnaire must be received in the Human Resources Department no later than **FRIDAY, JANUARY 30, 2014 AT NOON.**

POSITION

Under various levels of supervision, repairs, services and maintains automobiles, power tools, trucks, tractors, motor sweepers and various heavy and light equipment power driven machinery and performs related work as required.

QUALIFICATION GUIDELINES

Knowledge of: Tools, equipment and procedures involved in the diagnosis, maintenance and repair of engines and other power driven equipment; fuel, ignition, cooling, air conditioning, mechanical and electrical systems and air brake systems; operation and maintenance of internal combustion engines; operation and use of hydraulic and pneumatic equipment; small equipment to include chain saws, mowers and hand tools; safety precautions and practices necessary when working with power driven and garage equipment; diagnostic equipment to include scanners, engine analyzers, volt meters and ohmmeters; computer applications as they relate to area assigned; arc welding techniques.

Ability to: Read and write at the level required for successful job performance; read and understand electrical wiring and hydraulic schematics; make repairs to power driven equipment; request parts as appropriate for the performance of needed repairs; understand and carry out oral and written directions independently; communicate effectively orally; complete forms and transfer data from one form to another; establish and maintain effective relationships with those contacted in the course of work.

Education/Training/Experience: Two years of vocational training in engine and/or automobile maintenance and five years of experience in the mechanical repair of automotive and power driven equipment.

SPECIAL REQUIREMENTS

Valid Class C California Drivers License and acceptable driving record at time of appointment and throughout employment in this position; possession of or the ability to acquire a Class B Commercial License within six months of employment in this position; shift work is required and incumbents are subject to overtime; possession of a complete set of mechanic's hand tools; possession of or ability to obtain Level I and II Certifications as a Master Mechanic as issued by the State of California is preferred but not required; possession of or ability to obtain Automotive Service Excellence Certifications for heavy and/or light duty vehicles is preferred but not required.

This position is subject to the State of California Department of Transportation regulations and/or testing guidelines.

EXAMPLES OF DUTIES: Repairs, adjusts, cleans and overhauls gasoline, diesel and alternative fuel vehicles and equipment; repairs and adjusts engines, transmissions, clutches, differentials, carburetors, generators, distributors and pumps; fits and adjusts bearings, installs axles, fits pistons and rings and straightens and aligns frames, axles and wheels; adjusts door latches and locks, installs and adjusts electrical system components, air conditioning systems, brakes and ignition systems; diagnoses electronic automotive computers; diagnoses vehicle trouble codes using a scanner; performs a variety of welding tasks to include acetylene welding, soldering and brazing; operates a variety of shop equipment related to assigned duties; cleans and maintains tools and work area; maintains a variety of routine records; performs preventative maintenance and other inspections; repairs or replaces tires; drives/operates a variety of City vehicles; performs smog inspections; may assist higher level

mechanics; performs metal fabrication tasks; performs other projects/tasks as assigned.

PHYSICAL REQUIREMENTS

Work is performed in an open automotive shop environment. Incumbents are exposed to the elements, the noise of machinery and vehicles, fumes, exhaust emissions, grease, engine oils, solvents, chemicals, dust, electrical hazards, mechanical hazards, vehicle hazards and vibration. Incumbents stand and walk on level and slippery/uneven surfaces, twist, bend, push, pull, crouch, climb stairs, reach, bend and crawl, grasp, drag, lift and carry items weighing 50 pounds or less. Incumbents may work above shoulder level with power and/or hand tools weighing 15 pounds or less and in confined spaces. Incumbents drive/operate City vehicles/equipment, assist in the testing of and are exposed to a wide variety of automotive equipment and hand and power tools.

With or without accommodations, an incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

ASSESSMENT PROCEDURE Applicants must be specific and complete in describing qualifications for the position. **BASED UPON THE INFORMATION PRESENTED ON THE APPLICATION MATERIALS**, those applicants possessing the most suitable qualifications will be invited to a written examination, performance examination, oral interview and/or other assessment instrument.

Please contact the Human Resources Department if you do not receive notification regarding your application by FEBRUARY 13, 2013.

BENEFIT PACKAGE

Insurance - Personalized benefit alternatives, including a choice of health insurance coverage with Blue Cross (PPO or HMO) or Kaiser, and dental insurance through Delta Dental. Employees may choose to forego the City's medical benefit and receive a cash payment in lieu thereof.

Retirement – Membership in the California Public Employees' Retirement System (CalPERS). Fullerton does not participate in the Social Security retirement system.

Other - Eleven holidays, vacation benefits and tuition reimbursement of up to $2,500 per fiscal year for job-related education.

NOTE:

Candidates who successfully complete the assessment process for MECHANIC II will be placed on an eligible list for this classification, which will remain in effect for at least one year or until an insufficient number of candidates remain on the list.

All employment offers, including appointment offers to City of Fullerton employees, are conditional based upon the successful completion of a medical examination performed by the City's designated physician, at City expense. Medical exams are administered to assess an individual's ability to perform the physical requirements of this position. In addition, City of Fullerton employees appointed to safety sensitive classifications and all new hires will undergo a drug screen.

All new hires, including City of Fullerton non-regular employees, will be fingerprinted. Fingerprints are verified with the Department of Justice.

All new hires, including non-regular City of Fullerton employees appointed to this position, will serve a one-year probationary period. Regular City of Fullerton employees promoted to this position will serve a six-month probationary period.

The Fullerton Municipal Employees Federation (FMEF) Memorandum of Agreement requires employees to participate in the City's direct deposit payroll program.

The FMEF has negotiated an Agency Shop provision with the City. Therefore, all persons hired to classifications represented by the FMEF are required to join the Federation or pay a service fee in lieu thereof.

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire. All new hires will be required to provide documentation to verify their status.

City of Fullerton employees are registered as Disaster Service Workers. If a disaster occurs in the City, employees may be designated to work in any emergency assignment during disaster relief operations.

The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

The City of Fullerton is an Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Visit www.cityoffullerton.com for a complete class specification.

Posted December 18, 2013

Applicants with a qualified disability who require special assistance to participate in the application and/or testing process must notify the Human Resources Department of any necessary accommodations at least 48 hours in advance.

CITY OF FULLERTON

MECHANIC II
SUPPLEMENTAL QUESTIONNAIRE
JANUARY 2014

NAME (please print): _____

INSTRUCTIONS: Please answer the following questions. ***Attach this sheet as your cover page and attach additional sheets as necessary.*** This supplemental questionnaire will be used to assist in the screening of the applications. Only those candidates possessing the most suitable qualifications for this classification will be invited to participate in the selection process. Therefore, it is to your advantage to provide as much relevant information as possible. Resumes will not be accepted in lieu of a response to these questions. This questionnaire and your responses must be attached to the City application and be received by the Human Resources Department no later than the filing deadline.

1. **Are you related to any current City of Fullerton employee by blood, marriage or legal guardianship?**
   No ☐ Yes ☐ _____
   (Please list name/s, relationship/s and department/s)

   If yes, are you living under same household as any of the above?

   No ☐ Yes ☐ _____
   (Please list name/s)

2. **Please mark the following by indicating your overall level of knowledge, skills and/or experience (includes previous employment) in each item.**

   Rating scale: **N** – No Knowledge/Experience, **M** – Minimal or Basic Knowledge/Experience, **S** – Skilled

Diagnosis and repair of electrical circuits and schematics	N☐ M☐ S☐
Computer diagnostics using a scan tool and engine analyzer	N☐ M☐ S☐
OBD II Systems	N☐ M☐ S☐
Chassis and Suspension	N☐ M☐ S☐
Hydraulic Brakes	N☐ M☐ S☐
Air Brake Systems	N☐ M☐ S☐
Servicing and maintaining Tymco street sweepers or similar	N☐ M☐ S☐
Diagnosis and repair of hydraulic and hydrostatic drive systems	N☐ M☐ S☐
State of California emission laws, emission controls and standards required for automotive and heavy trucks	N☐ M☐ S☐
Diagnosis and repair of diesel/LPG engine systems	N☐ M☐ S☐
Arc Welding	N☐ M☐ S☐
MIG Welding	N☐ M☐ S☐
Alldata software or Mitchell software	N☐ M☐ S☐

3. **Please list the types of vehicles you have serviced.**

4. **Please describe any additional knowledge, skills and/or abilities which you feel qualify you for the position of Mechanic II.**

I certify that all statements in this application and the attached pages are true and complete; and that there are no misrepresentations of material fact and am aware that any misstatements or omissions of material fact may cause rejection of my application, disqualification from competing for, or discharge from any employment in this jurisdiction.

Signature:_____**Date:**_____ _