



CENTRAL VALLEY FIRE DISTRICT
POSITION VACANCY ANNOUNCEMENT
2024

Position:	Fleet Mechanic
Wage/Salary:	\$76,950 - \$85,500 Annually Depending on Experience. Total annual compensation with benefits, up to \$130,703.14.
Benefits:	Paid vacation, sick and holiday leave; family health insurance and health reimbursement account, Public Employees Retirement System (PERS).
Fair Labor Standards Act Status:	Non-Exempt
Work Schedule:	Forty Hours Per Week
Date Position to be filled:	Open Until Filled
Supervisor:	Fleet Manager

GENERAL STATEMENT OF DUTIES

Under the direction of the Fleet Manager conducts a variety of project management, service, and maintenance duties to ensure compliance with the District's Fleet Maintenance policy and practices. Supports the District's fleet maintenance program, and performs related work as required.

DISTINGUISHING FEATURES OF CLASS

The principal function of an employee in this position is to support and maintain the District's apparatus and equipment fleet. Considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all members of the CVFD, other emergency response providers, public officials, businesses, and the public.

EXAMPLES OF ESSENTIAL WORK (ILLUSTRATIVE ONLY)

The following is an illustration of the various types of work that may be performed by incumbents in this classification. The omission of job functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The list is topical in design and does not reflect the priority of duties.

General Duties:

- Supports development, implementation and maintenance of fleet management program;
- Supports management of the annual fleet program budget;
- Assists in research and preparation of apparatus, vehicle, and equipment bid packages and may assist in bid evaluations;
- Maintain complete and accurate records and reports of completed work;
- Keeps immediate supervisor fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

Mechanic Duties:

- Assists in planning and implementing a comprehensive fleet preventative maintenance program;
- Perform apparatus, equipment and vehicle inspections following industry best practice and manufacturer's instructions;
- Coordinate annual inspection and testing of fire apparatus and equipment following established guidelines and standards of the National Fire Protection Association;
- Accurately diagnose problems with diesel and gas engines, drivetrains, brakes, steering, suspension, electronics, pumps and other vehicle components using trade skills and computerized diagnostic equipment;
- Read and interpret manuals, drawings, and specifications as required;
- Performs apparatus, equipment and vehicle repairs within realm of training and experience;
- Coordinates oversight of vehicle repairs that must be outsourced;
- Uses welding equipment to make repairs and/or fabricate parts;
- Observes safe work methods, and utilizes related safety equipment as required;
- Maintains the mechanic shop, tools and equipment in good order;
- Maintains an appropriate inventory of parts and supplies for routine maintenance and repair;
- Operates a variety of related hand, power, and shop tools and equipment;
- Provide and participate in training and technical assistance to CVFD staff and outside mechanics as necessary;
- Informs supervisor of any needed major repairs or issues noted;
- Test apparatus after repairs as needed, delivers and picks up equipment;
- May perform emergency field repairs at routine and non-routine times;
- May perform small engine repair;
- Performs other duties as assigned consistent with the role and function of this classification.

Required Knowledge, Skills and Abilities

- Thorough competency, proficiency and skills to apply best practice methods, techniques, and materials to maintain and repair District diesel fire apparatus, gas vehicles and equipment;
- Ability and willingness to obtain necessary ASE, EVT and other technical certifications to the Master Mechanic level;
- Knowledge of or ability to quickly learn and apply NFPA 1901 & 1911: Standards for Automotive Fire Apparatus and the Inspection, Maintenance, Testing and Retirement of In-Service Emergency Vehicles;

- Thorough knowledge of hydraulics, fire pumps and valves; and electrical systems;
- Thorough knowledge in the operation hand and power tools, and other related equipment;
- Ability to troubleshoot vehicle and equipment problems, and make necessary repairs as required;
- Thorough knowledge of the proper use of computerized diagnostic equipment;
- Ability to effectively operate and interpret results of computerized diagnostic equipment;
- Thorough knowledge and practice of basic welding techniques;
- Thorough knowledge and implementation of applicable safe work practices;
- Ability to provide training and technical assistance to others as requested;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to develop and follow a fleet maintenance budget;
- Ability to maintain accurate fleet records;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Demonstrates integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Ability and willingness to maintain the confidentiality of sensitive information;
- Consistently performs assignments in accordance with the vision and values of the Central Valley Fire District.

Minimum Qualifications

- High school diploma and an Associate’s Degree in Diesel and/or Automotive Technology, or closely related field; and
- Three years of increasing responsibility in a large truck environment; and
- Class-B Commercial Driver’s License (CDL); and
- Considerable experience in the automotive trade or a related field.

OR

Any equivalent combination of education, experience, certifications, and training which provides the knowledge, skills and abilities necessary to perform the work.

Desired Qualifications

- ASE Certifications: T series and A series.
- EVT Certifications: F & E Master Level III.
- Five years’ experience as heavy truck mechanic.
- Experience in managing fleet maintenance of emergency vehicles.

Required Special Qualifications

- Must obtain within 60 days of employment, and maintain during entire course of employment, an unrestricted Montana Driver's License;
- Must obtain CPR certification within one (1) year of hire;
- Must obtain ASE Master Medium-Heavy Duty and EVT Master Apparatus and Ambulance Technician certifications within two years of hire date;
- Pre-employment, reasonable suspicion, post-accident and follow-up alcohol and drug testing may be required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The physical requirements and working conditions described below are representative of those an individual may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

- Primary functions are performed indoors in a maintenance facility,
- Occasional work will be outdoors in all types of weather and temperature conditions; position may involve travel from site to site;
- There is exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards;
- Duties may limited call back, evening and weekend assignments.

Physical Requirements:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a related hand and power tools, computerized diagnostic equipment, and other related maintenance and repair equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to efficiently access vehicles and equipment, and to maneuver heavy parts, tools, and equipment.

APPLICATION PROCESS

Please submit Resume, References, and Applicable Certifications as described below.

Deadline:

MONDAY, DECEMBER 30th, 2024
AT 5 P.M.

Open until filled with priority given to applications received by the deadline.

Submit: By email to administrator@centralvalleyfire.com (confirm receipt).

1. Current Resume
2. 3 References
3. Copies of All Relevant Certifications

To: Fleet Mechanic Application
Central Valley Fire District
215 Wings Way
Belgrade, MT 59714

For More Additional Information Contact:

Fire Chief Jay Wittwer
406-388-4480
jwittwer@centralvalleyfire.com

SELECTION GUIDELINES

CVFD may include the following or more factors in determining whether an applicant meets the qualifications of the position:

- Review of application materials and minimum requirements
- Work experience
- Job related performance
- Structured interviews
- Technical Assessments
- Reference checks

ADDITIONAL INFORMATION

Post Conditional Employment Offer Process: Offers for employment are conditional upon satisfactory completion of the selection process and background check.

Non-Discrimination Policy: The Central Valley Fire Department does not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, genetic information, political ideas, veteran/military status, or physical or mental disability. This policy does not preclude discrimination based on bona fide occupational qualifications or other recognized exceptions under the law.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce within three days of hire, documentation that he or she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a United States Passport, Certificate of Naturalization, a Permanent Resident Card, an Alien Registration Receipt Card (Green Card) or a Resident Alien Card.

Reasonable Accommodations: The CVFD makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the CVFD to consider any such accommodation, the applicant must make known any needed accommodation.

CVFD reserves the right to not fill the position if in its opinion an appropriately qualified candidate does not emerge in the selection process.