



CITY OF GRANTS PASS
invites applications for the position of:

Mechanic

SALARY: \$18.61 - \$23.55 Hourly
\$3,225.73 - \$4,082.00 Monthly
\$38,708.80 - \$48,984.00 Annually

OPENING DATE: 02/06/17

CLOSING DATE: 02/21/17 05:00 PM

SUMMARY OF POSITION:

The City of Grants Pass, in beautiful Southern Oregon, is currently accepting applications to fill a full time Mechanic Position.

The general duties of this position are vehicle inspection, maintenance, diagnosis, and repair on light to medium automobiles, trucks, public safety vehicles, and off-road power equipment. Duties include mechanical and electrical work, tune-ups, use of specialized vehicle testing and maintenance equipment and tools, internal customer service, records maintenance and may include response to emergency field repair needs.

Employee must provide basic hand tools, to include standard and metric wrenches and sockets.



Proposed schedule for this position is Monday - Thursday 7:00 am to 6:00 pm.

MINIMUM QUALIFICATIONS:

Training and Experience:

A High School Diploma or G.E.D. equivalent and five years of automotive and/or medium and heavy truck mechanic experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Licensing Requirements:

- Valid Oregon Driver's License - Class C

The following requirements must be met within 12 months of appointment:

- Oregon Driver's License - Class B with air brake endorsement
- Refrigerant Recovery and Recycling Certification (MACS, MVAC or equivalent)

The following certifications are preferred:

- ASE Master Automotive Technician and/or Master Medium/Heavy Truck Technician
- EVT Fire Apparatus Technician Level I Certificate
- EVT Law Enforcement Vehicle Technician Certification

HOW TO APPLY:

The required materials to be turned in by the application deadline for this recruitment are:

1. City Application
2. Supplemental Questionnaire
3. Resume
4. Cover Letter

RANKING AND SELECTION:

The ranking and selection of applicants to proceed in the process includes: experience, education, responses to supplemental questionnaire, and meeting minimum qualifications of the position. The initial selection process for this position includes the following steps: application review, oral interview and hands-on testing. The final selection process following interview includes the following steps: tentative offer, driving history check, criminal history check, background investigation, reference check, pre-employment physical and drug testing, and final offer.

All candidates will be notified of the status of their application after the closing date.

Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

The City's [Veteran's Preference Form](#) is available on the City's website or by clicking on the link.

EEO/AA

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.grantspassoregon.gov>

Position #17-6
MECHANIC
AS

101 N.W. "A" Street
Grants Pass, OR 97526
541-450-6050
541-450-6000

humanresources@grantspassoregon.gov

Mechanic Supplemental Questionnaire

* 1. Do you have a high school diploma or G.E.D. equivalent?

- Yes No

* 2. Do you have a valid driver's license?

- Yes No

* 3. Do you have a Commercial Driver's License (CDL)?

- Yes No

* 4. Describe your experience in the maintenance and repair of automotive, medium/heavy truck, and small gas engines in a Fleet shop environment.

* 5. Describe your experience in the maintenance and repair of Fire Apparatus.

* 6. I certify that each of the answers given above are correct and true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for subsequent disqualification or dismissal in the event that I am hired for the position of Mechanic.

Yes No

* Required Question



101 Northwest A Street
 Grants Pass, Oregon 97526
 541-450-6000

For Office Use Only	# _____
Date	_____
Application Reviewed	_____

Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

POSITION APPLIED FOR : _____

PLEASE PRINT OR TYPE CLEARLY:

Last Name	First	Initial
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Street Address	City & State	Zip
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Mailing Address	City & State	Zip
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Telephone Home	Work	Cell	Message
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Electronic Mail Address	Driver's License Number/ State Issued / Expiration Date
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Nickname or preferred name _____ Best way to reach you? Home Phone Cell Phone E-mail

Answer all of the questions listed below:

1. Are you 18 years of age or over? Yes No
2. If applying for a sworn Police Officer position, are you 21 years of age or over? Yes No
3. Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States? Yes No
4. Have you previously been employed by the City of Grants Pass? Yes No
 If so, when and what position/s? _____
5. Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS or OPSRP)? Yes No
6. Do you have any relatives working here? Yes No
 If yes, please provide their name, department and relationship to you below:

7. Do you have a High School Diploma? Yes No

Name of School	Location (City & State)

8. If not, do you have a General Equivalency Degree/Certificate? (GED) Yes No

Name of School	Location (City & State)

Skills and Abilities:

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (____ wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

Education / Specialized Training:

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

Employment History:

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving : _____		
Job Title _____	Start Date _____	End Date _____
Employer _____	Address _____	
Phone _____	Direct Supervisor _____	
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No		
Starting Salary _____ Ending Salary _____		
Duties/Responsibilities _____		
Reason for leaving: _____		

Job Title _____ Start Date _____ End Date _____
Employer _____ Address _____
Phone _____ Direct Supervisor _____
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
Starting Salary _____ Ending Salary _____
Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____
Employer _____ Address _____
Phone _____ Direct Supervisor _____
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
Starting Salary _____ Ending Salary _____
Duties/Responsibilities _____

Reason for leaving : _____

Job Title _____ Start Date _____ End Date _____
Employer _____ Address _____
Phone _____ Direct Supervisor _____
Were you a supervisor? Yes No If so, # supervised? _____ May we contact this employer? Yes No
Starting Salary _____ Ending Salary _____
Duties/Responsibilities _____

Reason for leaving : _____

If more space required for Employment History, please attach an additional sheet.

AGREEMENT: I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign _____

Signature

Date

