

FIRE, SAFETY AND EMERGENCY MEDICAL SERVICES (EMS) MAINTENANCE MECHANIC

POSITION:

This is a classified, full-time, 37-hour per week, 12-month position supporting the Fire, Safety and Emergency Medical Services (EMS) department. Under general supervision the incumbent will perform skilled work in the repair of mechanical equipment including fire engines, ambulances, trailers, chain saws, generators, smoke ejectors, breathing apparatus and other mechanical equipment in the Fire, Safety, and EMS program; and will perform related work as required. The anticipated start date is March 2009.

ESSENTIAL FUNCTIONS:

The incumbent in this class is assigned responsibility for maintenance and repair of mechanic equipment, power-operated and other equipment, training, assigning, and may assist in the coordinating of staff assigned to assist in his/her duties. The incumbent will be under general day-to-day supervision of the coordinator, FEMS, and reports directly to the Director, Plant Services. The incumbent will have contact with administrators, faculty, staff and students, and the general public requiring good communication skills.

Inspects fire engines, ambulances, trailers, chain saws, generators, smoke ejectors, breathing apparatus, and other mechanical equipment used in the fire, safety and EMS programs; performs preventative maintenance on all fire, safety and EMS equipment; documents inspections, preventative maintenance and repairs; handles inventory control and coordinates ordering of parts and equipment as needed; diagnoses mechanical defects and make repairs, as directed; makes repairs such as overhauling engines, fitting pistons and rings, relining and adjusting brakes; makes repairs as directed to other mechanical and electrical equipment, to metal surfaces, and designs and builds brackets; may be required to do electric and acetylene welding in these repairs; services equipment with gasoline and oil, lubricates equipment, and changes and repairs tires; drives fire, safety and EMS equipment, as needed; may assign duties and evaluate student workers; and may assign coordinating duties for program assistants or other temporary employees as needed.

The normal work schedule is 8:00 a.m. to 4:30 p.m. Monday through Thursday and 8:00 a.m. to 4:00 p.m. on Friday. Some weekend and evenings may also be required. This position may require evening and/or weekend duty. The work location and schedule may change depending on district need.

SALARY AND FRINGE BENEFITS:

- The beginning salary is \$3,073 per month (Range 21, \$3,073 to \$3,735 per month on the Classified Bargaining Unit Salary Schedule).
- Fringe benefits include medical, dental, life, salary protection insurance, and eligibility to participate in PERS retirement system.

MINIMUM QUALIFICATIONS:

- **Knowledge of:** tools, equipment and procedures used in the service, overhaul, repair and adjustment of motor equipment and of fuel, ignition, electrical, cooling, and braking systems; appropriate safety practices and procedures, including district policies and procedures.
- **Demonstrated ability to:** diagnose mechanical and electrical defects; maintain and make repairs to a variety of mechanical equipment commonly used in public safety; use standard mechanics tools; maintains routine records; operates standard arc, acetylene welding equipment; analyze problems and recommends sound, feasible solutions to assigned job; inventory procedures and use of computer software and equipment; work cooperatively with those contacted in the course of work; and understand and carry out oral and written directions.
- **Education:** Individuals possessing the experience, knowledge and abilities listed below are considered to possess the necessary education.
 - One year of experience as an automotive mechanic at the journeyman level; or any combination of education and experience that meet minimum qualifications experience; diesel experience is highly desirable.
- **License Required:** A valid Class B with tank endorsement California Driver's License within six (6) months of employment; and ability to qualify for district vehicle insurance coverage.
- **Other Requirements:** Possession of a basic welder certification or equivalent within the first year of employment.
- **Physical Demands and Working Conditions:** Strength: Heavy work – lifting, carrying, pushing and/or pulling 50 pounds maximum with frequent lifting, pushing, and/or carrying of objects weighing up to 50 pounds.

SCREENING PROCESS:

A committee will screen all applications. Meeting minimum qualifications does not insure a candidate an interview. Therefore, it is important that the application be thorough and detailed. Applicants will be assessed on the breadth and depth of education, training, experience, skills, knowledge, and abilities. A limited number of applicants will be invited for an interview at the college at their own expense. Interviewed candidates may be asked to complete written and job-related exercises. The district reserves the right to extend time limit, reinstate or withdraw the recruitment/selection process at any point. Final candidates may be required to pass a pre-employment drug screening.

APPLICATION REQUIREMENTS:

To be considered as a candidate for this position, all of the following materials must be received at the college human resources office **by 4:30 p.m., Thursday, February 19, 2009:**

- District application for classified employment
- A current and complete resume of education and experience

Incomplete or late application materials may not be considered.

For application materials please visit our Web site at www.hancockcollege.edu or contact us at:

Human Resources, Building U

Allan Hancock College

800 South College Drive

Santa Maria, CA 93454-6399

Phone: (805) 922-6966 ext. 3509 or 3378

Job #08/09-0027

Date of issue: 1/27/09