



Columbia River Fire and Rescue  
270 Columbia Blvd.  
St. Helens, OR 97051

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## Job Announcement Mechanic

**Application Period:** June 4, 2018 – TBD, 1<sup>st</sup> review will occur on June 21, 2018

**Position Title:** Mechanic

**Reports to:** Lead Mechanic

**Position Status:** Monthly salary, eligible for overtime

**Salary:** \$48,800-62,700

### GENERAL DESCRIPTION

Columbia River Fire and Rescue (CRFR) is hiring a full-time Mechanic to assist in the maintenance, cleanup and repair of apparatus and equipment to ensure that apparatus and equipment is in service and ready to respond. The Mechanic is also responsible for assisting in general station maintenance to ensure the Fire District grounds, equipment and buildings are in good order.

#### Duties:

- Perform routine vehicle maintenance, emergency repairs and regular repair to District vehicles and equipment along with other agencies' vehicles and equipment.
- Provide building maintenance or contact persons capable of conducting needed building maintenance.
- Provide for and be responsible for the detailed records and reports of the Maintenance Division.
- Assist in providing instruction, under the direction of the District Lead Mechanic, to all Fire personnel, in the minor maintenance of all apparatus and small equipment.

#### Skills:

- **Mechanical:** The Mechanic is expected to have a thorough understanding of vehicle mechanics, the ability to diagnose and repair automotive and mechanical problems, and an ability to diagnose and repair various equipment in district buildings.
- **Communication:** The Mechanic will come in contact with various members of the district, other agencies and the public. They must have the ability to effectively communicate with all members in a respectful and understanding manner while upholding District values. The mechanic will need the ability to understand, follow and give oral and written instructions.
- **Technology:** This position requires detailed documentation of repairs and summaries to be provided for each apparatus and client encounter. This includes data entry into an invoicing system and cost accounting.

**Benefits:** Oregon Public Employee Retirement System, Medical/Dental/Vision coverage for employee and dependents, paid vacation/sick leave/holidays, optional deferred compensation program.

**Requirements:** Minimum of a High School diploma or equivalency, valid and insurable commercial driver's license (or ability to attain), ASE Automobile/Light Truck, ASE Medium/Heavy Truck, and three (3) years of experience as a general mechanic.



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**Required Documents and Application:** Application packet and complete job description are available online at [www.crrf.com](http://www.crrf.com) or at Columbia River Fire & Rescue, 270 Columbia Blvd. St. Helens OR 97051 which is open Monday – Friday between 8:00 a.m. and 5:00 p.m.

Along with the job application, please submit the following:

- Resume
- Copy of Driver's License (front and back)
- ASE Credentials
- Any other applicable Certifications/Awards/Licenses

**SEND COMPLETED APPLICATION WITH REQUIRED DOCUMENTS AND RESUME TO:**  
CRFR Admin Office at 270 Columbia Blvd. St Helens, OR 97051



# ***Columbia River Fire & Rescue*** **Job Classification System**

<b>Position</b>	<b>Mechanic</b>
<b>Division</b>	Administration – Support Services Programs
<b>Immediate Supervisor</b>	Lead Mechanic
<b>Supervision Exercised</b>	This position is not typically a supervisory position. May lead member of a team assigned to them.
<b>Salary Status</b>	This position is current authorized at one position. Monthly salary – eligible for overtime.
<b>Civil Service Status</b>	This position is not covered by the Columbia River Fire & Rescue Civil Service System.
<b>Representation Status</b>	This position is not represented by the District’s Collective Bargaining Unit.

**HIPAA Responsibilities:** The Mechanic may have access to “Protected Health Information” and other highly confidential information generated by the District’s operations. This position must sign a HIPAA confidentiality form.

**General Statement of Duties:** In cooperation with the Lead Mechanic, the Mechanic will be tasked with various maintenance and repair based assignments. Those assignments can include, but are not limited to:

- Responding to calls for assistance, to insure the continued operations of the Fire District apparatus and equipment.
  - May include work at alarms, involve working under hazardous conditions. and require strenuous exertion in an effort to maintain the apparatus and equipment.
- Assist in the cleanup, maintenance and repair of apparatus and equipment to ensure that apparatus and equipment are in service and ready to respond.
- Maintain and repair various items in and around the Fire District buildings, such as but not limited to, generators, heaters, lights, doors, etc. to insure the operations of buildings and grounds of the Fire District are in a good state of service at all times.
- Be responsible for and perform the Fire District's maintenance and preventive maintenance program in accordance with the goals and objectives of the Maintenance Division.

**Typical Tasks:** The intent of this listing of "Typical Tasks" is to describe the principal functions of the job description. This listing shall not, however, be construed to be a complete listing of the miscellaneous, incidental or substantially similar duties that may be assigned during the normal functioning of the Mechanic.

- Assist in conducting an inventory of all shop tools, parts, and equipment assigned to the Maintenance Division.



## ***Columbia River Fire & Rescue*** **Job Classification System**

- Assist in conducting of the annual pump testing of the Fire District apparatus pumps and portable pumps.
- Perform routine vehicle maintenance.
- Provide emergency repairs and regular repairs to vehicles and equipment for the District and other agencies.
- Provide building maintenance or contact persons capable of conducting needed building maintenance.
- Provide for and be responsible for the detailed records and reports of the Maintenance Division. These records are to include, but not limited to: Out of service times for the apparatus, costs involved in the operations of the apparatus, records of regular and preventive maintenance on all apparatus and small equipment, and other such records necessary to insure the reliability of the operations of the Maintenance Division.
- Assist in providing instruction, under the direction of the District Lead Mechanic, to all Fire District personnel and other agency personnel, in the minor maintenance of all apparatus and small equipment.
- Be able to successfully drive and operate all of the Fire District apparatus and equipment.
- May attend conferences, schools, and various meetings to keep abreast of the new developments in their areas of administrative , program management and mechanical and maintenance updates.
- Reading and interpreting technical manuals, schematics and documents.
- Use computer programs to record work done, create part lists and invoices, bill clients for jobs completed and place orders for parts and inventory.
- Other related duties as assigned by the Lead Mechanic.

### **Required Knowledge, Skills, and Abilities (KSAs):**

- This position requires the member to pass a background check.
- Ability to use new concepts and acquire skills rapidly.
- Ability to perform effectively under a variety of circumstances and in extreme situations.
- Ability to understand, follow and give oral and written instructions.
- Ability to maintain composure and act rationally under emergency conditions.
- Ability to work effectively with the public, fellow employees and to project a positive image of the organization.
- Ability to work effectively with the District's computer hard/software and understand basic billing principles.
- Ability to keep the District's apparatus and equipment operating smoothly
- Knowledge of modern automotive systems and ability to diagnose and repair automotive and mechanical problems.
- Ability to sufficiently perform the essential duties of the position as established by the Fire District.
- Able to obtain and maintain the appropriate Automotive Service Excellence (ASE) certificates.



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- Able to obtain & maintain the appropriate Emergency Vehicle Technician (EVT) certificates.
- Ability to make decisions independently, in accordance with established policies, and to use initiative and judgment in carrying out tasks and responsibilities in a high activity, multi-task environment.
- Ability to deliver excellent customer service to the patrons of the District in a wide array of situations, including handling citizen complaints and solving customer problems with positive outcomes.
- Ability to communicate effectively via telephone and radio equipment.
- Any combination of education, training, and experience that provides the knowledge skills and abilities required to perform the essential functions of the position.
- Knowledge of and ability to use various personal computer software applications and a variety of other office equipment.
- Ability to manage and control a variety of activities and programs simultaneously.

### **Certificates and Other Qualifications (Requirements):**

- Possess a High School diploma or equivalency
- Possess a valid and insurable Commercial Driver's License in Oregon (Class B), or ability to obtain license.
- ASE Automobile/Light truck
- ASE Medium/Heavy Truck
- Three (3) years of experience as a general mechanic with demonstrated experience.

### **Preferred Education and Optional Experience:**

- NFPA Emergency Vehicle Technician 1 or above
- Basic Welding Certificate in mild steel or aluminum
- ASE Parts Specialist
- ASE Engine Machinist
- ASE Refrigerant Recovery and Recycling
- General Contractor License (Commercial Building) and/or limited electrical license
- NFPA Firefighter Academy or Certificate Firefighter 1
- Associates Degree or above in automotive fleet maintenance or a related field
- ASE Master Automobile/Light truck
- ASE Master Medium/Heavy Truck
- A certificate of completion of the following Homeland Security training courses: IS-100, IS-700, IS-800
- Forklift Operator Certified



<b>OFFICE USE ONLY</b>	
Date Received:	_____
Time Received:	_____
Initials:	_____

# COLUMBIA RIVER FIRE & RESCUE APPLICATION FOR EMPLOYMENT

Please Type or Print

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. At its own expense the District may arrange for a surety bond for each of its employees. Unless the applicant's background is acceptable to a surety company, it will be difficult to secure this bond, and we may be unable to offer employment. Columbia River Fire & Rescue is an equal opportunity employer. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the District.

**APPLICANTS MUST INCLUDE COPIES OF ALL CERTIFICATIONS AND VALID DRIVERS LICENCE**

## GENERAL INFORMATION

LAST NAME		FIRST NAME		MIDDLE INITIAL	
ADDRESS		CITY		STATE ZIP CODE	
HOME PHONE		ALT PHONE		EMAIL ADDRESS	
DRIVERS'S LICENSE #		STATE		EMERGENCY MEDICALTECHNICIAN CERTIFICATION # & LEVEL	
MILITARY SERVICE LEVEL		BRANCH		RANK STATUS DATE OF DISCHARGE	
ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE USA?					
				YES NO	

## EDUCATION – List education high school, trade schools, and college

NAME/LOCATION	YEARS ATTENDED	GRADUATED	MAJOR

## EMPLOYMENT (Provide information for at least the past ten years)

CURRENT EMPLOYER	ADDRESS	POSITION
EMPLOYED FROM/TO		
SUPERVISOR'S NAME		PHONE #

NEXT MOST RECENT EMPLOYER	ADDRESS	POSITION
EMPLOYED FROM/TO		
SUPERVISOR'S NAME		PHONE #

NEXT MOST RECENT EMPLOYER	ADDRESS	POSITION
EMPLOYED FROM/TO		
SUPERVISOR'S NAME		PHONE #

NEXT MOST RECENT EMPLOYER	ADDRESS	POSITION
EMPLOYED FROM/TO		
SUPERVISOR'S NAME		PHONE #

**PROFESSIONAL/COMMUNITY INVOLVEMENT**

GROUP NAME	POSITION	YEARS

**AFFILIATIONS/MEMBERSHIPS**


## CERTIFICATIONS

CERTIFICATION HELD	DATE ATTAINED	EXPIRES	ISSUING AGENCY

## ACCOMPLISHMENTS AND/OR SPECIAL SKILLS


## PERSONAL/PROFESSIONAL REFERENCES (Not Relatives)

NAME	ADDRESS	PHONE #	YEARS KNOWN



**PLEASE READ BEFORE SIGNING**

**STATEMENT OF TRUTHFULNESS OF APPLICANTS FACTS**

I hereby certify that the information given by me on this application is to the best of my ability true and accurate. I understand that this application contains the minimal amount of information needed to verify my qualifications for the advertised position. If hired, I will be requested to supply additional information necessary to begin my employment. I further understand that any misrepresentation or omission of information called for in this application is cause for cancellation of this application and/or dismissal of employment.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Have you been convicted of a felony on or after your eighteenth birthday? (Do not include minor traffic violations or arrests without convictions). **Yes No**

If yes please give a short explanation outlining the circumstances of your conviction in the space below. Please indicate date, nature and place of offense and disposition. Convictions are not necessarily disqualifying.

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**AUTHORIZATION TO RELEASE INFORMATION**

I \_\_\_\_\_, have made application for employment with the Columbia River Fire and Rescue. I hereby authorize Columbia River Fire and Rescue and/or its agents to verify the information given by me on this application. I understand that the Fire District or its agents may contact my former employers, my current employer, law enforcement agencies, State and Federal Agencies and departments, educational institutions, and private business corporations that I have referred to on my application. I further understand that the Fire District and its agents will use this verification process in a confidential manner.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_