



Volunteer Fire Department
2358 Bradway Road
North Pole, Alaska 99705
(907) 488-3400
Steven H. Crouch-Fire Chief

Fire Engine Mechanic/ Facility Maintenance

Application Packet

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Fire Engine
Mechanic/ Facility
Maintenance

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POSITION DESCRIPTION

JOB TITLE: Fire Engine Mechanic /Facility Maintenance/ Driver / Pump Operator

REPORTS TO: Deputy Fire Chief

POSITIONS SUPERVISED: Personnel Assisting with Maintenance

NARRATIVE: Under the direction of the Deputy Chief, the Fire Engine Mechanic / Driver / Pump Operator performs skilled maintenance, repair, and overhaul on a wide variety of vehicles, equipment and fire apparatus for the North Star Volunteer Fire Department. Responsible for preventive maintenance, inspection, testing, repair, ordering parts, parts inventory and shop organization and cleanliness. The employee will make recommendations to the deputy chief on procedures to make shop use and mechanical work more efficient. The employee will be responsible for scheduling and documentation of all mechanical work performed on department vehicles and equipment, including using computerized maintenance records.

Duties include the use of electronic and mechanical equipment to determine solutions to problems, perform tune-ups, and repair engines (gasoline and diesel); inspect, repair and /or overhaul air and hydraulic brake systems and devices, drive trains, suspensions, exhaust and steering systems, electrical systems, electronic components, air and hydraulic systems, and other specialized systems, including fire pumps, utilized on emergency vehicles and equipment. Work is performed on medium and heavy-duty fire apparatus up to 62,000 pounds gross weight, including diagnosing, repairing, maintaining and testing motors, transmissions, fire pumps, ladders, on-board powered equipment, etc.; light passenger vehicles including cars, vans, and light trucks; assorted specialized equipment including 4 wheelers, 6 wheelers, snowmobiles, boats, and trailers. Fire Engine Mechanic / Driver / Pump Operators provide their own hand tools. Prior experience repairing fire department specific vehicles is desired to fill the current vacancy at the North Star Volunteer Fire Department, however, training will be provided to the successful applicant that lacks sufficient experience and/or the necessary tools for this type of specialized vehicles. This is a non-exempt position.

The successful applicant will be experienced with driving heavy vehicles, up to a minimum of 70,000 pounds, and may be required to drive department vehicles under emergency conditions, including operating fire pumps and/or transporting water at emergency scenes, including structure fires. The employee will have the willingness to learn about fire pump theory of operation and repair, pumping operations and testing procedures, and be willing to attend fire apparatus driver and pump operator training classes. If necessary, the fire department will provide specialized training in maintenance and testing of fire pumps.

RESPONSIBILITIES:

1. Coordinate and schedule maintenance of equipment and apparatus through the deputy chief's office.
2. Provide written work orders and proper documentation of all work performed to NFPA standards.
3. Maintain computerized records of all work performed, including outstanding discrepancies and scheduled PM requirements.
4. Study and learn NFPA standards pertaining to fire apparatus repair, testing, inspections, etc.
5. Coordinate projects with daily operations shift officer when needed.
6. Train and learn to drive and operate heavy fire apparatus, for both routine and emergency operations.
7. Respond to emergencies as needed.

FUNCTIONS:

1. Performs preventative maintenance and general repair work on large fire apparatus, general-purpose vehicles and fire service equipment through inspection, adjustment and replacement of parts to ensure the effective functioning and readiness of emergency vehicles and equipment
2. Performs diagnostic problem solving on fire apparatus, general-purpose vehicles and fire service equipment
3. Performs maintenance on electrical, transmission, suspension, body, and other related components

4. Perform removal and replacement of tires, brake shoes, linings, etc.
5. Performs emergency repairs to vehicles in the field
6. Initiates equipment and parts orders for replacement
7. Maintains a safe and clean work area
8. Records and documents all work performed
9. Provide daily and weekly briefings to deputy chief on shop and scheduling status
10. Provide advance weekly schedule and prioritization of shop work, coordinated with deputy chief
11. Willingness to learn and perform as an effective team player during emergency incidents
12. Performs other tasks as assigned

JOB CONTACTS:

1. Public
2. Volunteer and Paid Emergency Services Personnel
3. North Star Fire Service Area Commission
4. North Star Volunteer Fire Department Board of Directors
5. Interior Alaska Fire Departments
6. Fairbanks North Star Borough Staff, including Vehicle Maintenance Personnel
7. Other Public Safety Agencies

MINIMUM QUALIFICATIONS:

1. Knowledge of tools, materials, processes and techniques of mechanical repair and related fabrication
2. Knowledge of preventive maintenance and mechanical, electrical, hydraulic and structural systems of vehicles, equipment and accessories
3. Knowledge of safety procedures, precautions and hazards of the trade
4. Skill in troubleshooting, diagnosis, testing and repair of vehicles and equipment, heavy trucks and related mechanical, electrical, hydraulic and structural systems
5. Ability to demonstrate troubleshooting, diagnosis, testing and repair techniques to others
6. Ability to maintain computerized record keeping systems, inventory, and research equipment parts, supplies and place orders utilizing these systems
7. Possess a full set of mechanic's tools (may use the department's tools if skills are otherwise compatible)
8. Current State of Alaska Driver's License, w/ CDL Class B or Class A preferred but not required. Provide a copy of current driving and criminal history (no more than 30 days old at time of application)
9. Preference will be given to graduates of associate degree program in Heavy Equipment Diesel Technology and/or related fields of study

COMPENSATION:

Pay is D.O.E., Individuals requiring training to meet minimum standards will have their starting pay adjusted accordingly and may qualify to receive full pay upon demonstration of knowledge of minimum required knowledge and skills.

Benefits:

1. Annual Leave Accrual
2. Health Insurance
3. 401(k) retirement plan w/ matching funds by the fire department
4. Paid holidays and 2 Paid Personal Holidays
5. Overtime paid for additional hours worked outside scheduled shifts

Hiring Process Chronology

*Applications will be accepted between 0800 – 1700
Monday through Friday
at the NSVFD Personnel Office*

or may be mailed to:

*North Star Volunteer Fire Department
Attn: Fire Chief Crouch
2358 Bradway Road
North Pole, AK 99705*

Note: Include resume' with application

Resume' must include reference contact information

Position Posting:	April 17, 2018
Position Closed:	5:00 p.m., May 1, 2018
Review of Applications and Eligibility Notification:	May 2, 2018
Oral Interviews (First Offering):	May 9, 2018
Oral Interviews (Second Offering):	May 11, 2018
Applicant Scoring and Ranking:	May 15, 2018

Please note:

These dates are subject to change to suit departmental needs. Candidates will be notified if the dates should change.



APPLICATION FOR EMPLOYMENT

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Name _____ Date _____

Address _____
Street City State Zip

Telephone number _____ Are you over 18 years old? Yes No

Are you authorized to work in the U.S. on an unrestricted basis? Yes No

How did you learn of this opening? _____

Have you worked here before? Yes No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes No

Can you perform these essential functions with or without reasonable accommodation? Yes No

Are there any hours, shifts or days you cannot or will not work? _____

Shift preferred _____ Part-Time _____ Full Time _____

Are you willing to work overtime as required? Yes No

Have you ever been convicted of a felony? Yes No (Conviction will not necessarily disqualify an applicant for employment.) If yes, describe conditions:

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history (next page), what other experiences, skills or qualifications would especially fit you for work with our company?

POSITIONS APPLIED FOR 1. _____ 2. _____

Wage or salary desired? \$ _____ When can you start? _____

WORK HISTORYMay we contact your present employer? Yes No

Most Recent Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer			Address	Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	

APPLICANT'S CERTIFICATION AND AGREEMENT

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Company to make an investigation of any of the facts set forth in this application.

I understand that employment at this Company is "at will," which means that either I or the Company can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of the Company, other than the president has any authority to alter the foregoing.

Date _____ Applicant's Signature _____



EMPLOYEE AUTHORIZATION
TO RELEASE REFERENCE INFORMATION

I, _____ hereby authorize _____

to release the following job reference information to prospective employers:

Any information desired by my prospective employer.

OR

Salary history (Starting: _____ Final: _____)

Dates of employment (Hire Date: _____ Term Date: _____)

Positions held (Starting): _____

Final: _____

Duties and responsibilities _____

Reasons for leaving _____

Eligibility for rehire (Yes: _____/No: _____)

Other _____

I have reviewed the above information and understand this is the data that will be released should my references be checked.

Signature: _____ Date: _____

Name: _____

Social Security #: _____

Release Expiration Date: _____