

## CITY OF CHELAN JOB ADVERTISEMENT

**TITLE:**                    **SHOP SUPERVISOR/MECHANIC**

DEPARTMENT:        PUBLIC WORKS

REPORTS TO:        OPERATIONS MANAGER

SUPERVISES:        ASSISTANT MECHANIC

ADOPTED/REVISED DATE: 10-01-2020                    SALARY GRADE:    UNION Grade 22

### **POSITION PURPOSE/SUMMARY**

This person directly supervises and provides the maintenance of shop, motor pool, equipment progress and policies.

### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

- Promotes positive public relations.
- Diagnose, maintain and repair all City vehicles
- Weld, fabricate and assemble parts and equipment for City automotive and heavy equipment.
- Orders and maintains necessary inventory and parts.
- Assists with budget preparation and expenditure control.
- Assures accounting procedures and records are complete and accurate.
- Performs and assists staff with diagnosis, repair and training.
- Estimate time, materials, and equipment required for jobs assigned;
- Performs major repairs including rebuilding of gas and diesel engines, transmissions, rear-ends, carburetors, etc.
- Performs other related duties as needed.

### **WORKING CONDITIONS**

Shop environment; occasional field environment; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, radiant energy, toxic materials, and all types of weather and temperature conditions; work and/or walk on various types of surfaces; work underground in confined spaces; work at heights.

Sufficient physical ability necessary for walking, standing, stooping, bending, crawling, twisting, climbing, and kneeling for prolonged periods of time; moderate to heavy lifting, pulling and carrying; and operating motorized equipment and vehicles.

With much work around equipment, safety is critical.

## **KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS**

- Operations, services and activities of a municipal full-service equipment maintenance and repair program
- Operational characteristics of various equipment and tools used in the overhaul, repair and adjustment of gas, compressed natural gas, diesel powered, and electric equipment.
- Procedures of preventive maintenance related to automotive, heavy and light construction equipment.
- Occupational hazards and standard safety practices necessary in the area of work assigned.
- Principles and procedures of hydraulic systems.
- State laws regulating, emission controls, brakes and lamps, etc.
- Operation and care of internal combustion engines and hydraulic equipment.
- Computerized electronic diagnostic programs.
- Methods, materials, equipment and tools used in welding and fabrication work.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Operate a variety of mechanical equipment in a safe and effective manner.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- Perform repairs in a timely manner.
- Ability to keep workplace organized and clean
- Ability to establish and maintain effective working relationships with co-workers, other agencies and the public.

## **QUALIFICATIONS REQUIRED**

Graduation from an accredited high school of General Education Development (GED) supplemented with the necessary mechanical experience for successful performance of this job.

Valid Washington State Driver's License with driving record free from serious or frequent violations.

Certification and Licenses required within one year of hire:

First Aid/CPR, Flagging and Traffic Control

Commercial Driver's License.

Must be able to read, write and speak the English language.

## **APPLICATION PROCEDURE**

Application forms are available at City Hall, 135 East Johnson Avenue. Application must be submitted to the City Clerk by 5:00 on October 23, 2020

Note: In accordance with the Immigration Reform and Control Act of 1986, employment of persons hired by the city after November 6, 1986 will be contingent upon presentation of acceptable documents verifying identity and authorization for employment in the United States.

---

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.



# EMPLOYMENT APPLICATION

## CITY OF CHELAN

135 East Johnson Avenue • PO Box 1669 • Chelan, Washington 98816 • (509) 682-4037

APPLICATION WILL BE PROCESSED ONLY WHEN THE CITY OF CHELAN HAS ANNOUNCED A RECRUITMENT AND THE CLOSING DATE HAS NOT PASSED. THE CITY OF CHELAN WILL NOT PROCESS UNSOLICITED APPLICATIONS FOR EMPLOYMENT NOR WILL IT RETAIN APPLICATIONS FOR FUTURE CONSIDERATION.

Qualified applicants receive consideration for employment without discrimination because of sex, marital status, race, color, creed, national origin, age or the presence of a sensory, physical or mental disability. The City of Chelan will provide reasonable accommodation to disabled applicants if requested. Please notify the Mayor's Office at least two days prior to the need.

OFFICE USE ONLY

POSITION APPLIED FOR: \_\_\_\_\_

Name:

Social Security #:

*Last,*

*First*

*Middle*

*In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. SSN will be used for identification purposes to ensure that proper records are obtained.*

Current Mailing Address: \_\_\_\_\_ Email Address \_\_\_\_\_

Physical Address: \_\_\_\_\_

Telephone Number (Home) \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Specify days and hours you are available to work: \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

How were you referred to the City of Chelan? \_\_\_\_\_

Are you prevented from lawfully working in the United States by visa or immigration status? Yes  No

*Note: Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.*

Have you applied for work with the City of Chelan before? Yes  No

If Yes, specify the date(s): \_\_\_\_\_

Have you ever been employed by the City of Chelan? Yes  No

If Yes, specify the date(s): \_\_\_\_\_

Give the names and relationships of any relatives employed by the City of Chelan: \_\_\_\_\_

Do you possess a valid Washington State Driver's license? Yes  No

Can you perform all the functions of the position for which you are applying with or without reasonable accommodation? Yes  No

Are you at least 18 years of age ? Yes  No

Special Skills: \_\_\_\_\_

Certification/Licenses: \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT HISTORY

### U.S. MILITARY RECORD

Have you served in the U.S. Armed Forces? Yes  No

If Yes, please give the dates of service: From: \_\_\_\_\_ To: \_\_\_\_\_

Branch: \_\_\_\_\_ Can you provide a copy of your DD-214? Yes  No

Start with your current or most recent employer. Fill in completely even if including a resume. Incomplete applications may not be accepted.

1. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

2. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

3. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**If you need additional space for employment history or education, please mark this box  and continue on page 4.**

### EDUCATION

Name of School	Location	Did You Graduate?	Majors/Minors	Degrees Received
High School			<input type="checkbox"/> Diploma	<input type="checkbox"/> G.E.D.

**PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION**

I authorize the City of Chelan to investigate all statements in this application and to secure any necessary information from all my employers, references and academic institutions. I hereby release all of those employers, references, academic institutions and the City of Chelan from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications and my suitability for employment with the City of Chelan.

I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references. I further understand that any false or misleading statements will be sufficient cause for rejection of my application if the City of Chelan has not employed me and for immediate dismissal if the City of Chelan has employed me. I also authorize the City of Chelan to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency or other party having a legal and proper interest, and I hereby release the City of Chelan from any and all liability for its providing this information.

I understand that nothing in this employment application, in the City of Chelan policy statements or personnel guidelines or in my communications with any City of Chelan official is intended to create an employment contract between the City of Chelan and me. I also understand that the City of Chelan has the right to modify its policies without giving me any advance notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Chelan unless it is made in writing and signed by the Mayor of Chelan. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City of Chelan retains the right to terminate my employment at any time for any reason.

I understand that an incomplete application may delay action or disqualify me from further consideration.

I hereby acknowledge that I have read and understand the preceding statement.

---

Signature of Applicant

Date of Application

**Employment Continued**

4. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_
5. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_
6. Employer: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_  
 Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Salary: \_\_\_\_\_ Duties Performed: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for Leaving: \_\_\_\_\_

**Education Continued**

Name of School	Location	Did You Graduate?	Majors/Minors	Degrees Received