

CITY OF TEMPE

Temporary Employment Opportunity



Public Works Department • Field Operations Division • PO Box 5002, Tempe, AZ 85280

Fleet Equipment Mechanic

Public Works Department – Field Operations Division

Opening Date: April 13, 2018

Closing Date: Open until filled; first review May 14, 2018

Salary: \$22.58 - \$30.48/hour

Work Schedule: Full Time, Monday through Friday
Three-Month Rotating Shift: 6:00am– 2:30pm OR 2:00pm – 10:30pm
(will consider non-rotating 2:00pm to 10:30pm shift)

This is a Temporary Partially-Benefitted position
Medical Insurance provided
Anticipated position duration: Not to exceed 2 years

Purpose:

To actively support and uphold the City's stated mission and values. To perform skilled journey level mechanical work in the maintenance and repair of the variety of automobiles and related heavy equipment that are part of Tempe's fleet. May be assigned to perform skilled journey level mechanical work on motorcycles, ATV's and boats.

Education:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One year of experience as a journey level automotive mechanic or completion of a recognized apprenticeship as an automotive mechanic.

Licenses/Certifications:

Possession of, or ability to obtain within six months of hire, a valid Arizona Class A Commercial Driver's License (CDL) with a tanker endorsement N.

Possession of, or ability to obtain within six months of hire, an Arizona Department of Environmental Quality vehicle emission inspectors license for diesel and non-diesel vehicles.

Automotive Service Excellence (ASE) certification is preferred.

Additional Requirements:

Possession of a complete set of mechanic hand tools.

Essential Functions:

Duties may include but are not limited to the following:

- Diagnose and repair and rebuild gasoline and diesel engines, generators, air compressors, auxiliary engines, heavy duty pumps and hydraulic systems.
- Fit and adjust bearings, valves, pumps and carburetors.
- Test, adjust and tune engines, fuel injection systems, fuel and oil pumps and governors.
- Repair and rebuild drive, axle/transaxle differentials and other assemblies on automobiles, buses, trucks, fire trucks and heavy equipment. If assigned to the motorcycle shop, perform these duties on motorcycles, ATV's and boats.
- Repair or rebuild air and hydraulic brake components, drums, discs and cylinders.
- Diagnose and repair air conditioning systems in vehicles.
- Remove, repair, rebuild and/or replace automatic and manual transmissions, transmission components, flywheels, clutches and differentials.
- Diagnose, service, adjust and repair hydraulic systems and power take offs on heavy equipment.
- Perform welding tasks for automotive maintenance and repair as well as fabrication.
- Diagnose and repair complex automotive and equipment electrical systems.
- Diagnose and repair computerized control systems for engines, transmissions, drivetrains, body systems, and any other vehicle related systems.
- Diagnose and repair vehicle cooling systems.
- Test drive vehicles to ensure all repairs and maintenance have been completed; transport vehicles in need of warranty repair to and from various dealerships transport vehicles in need of repair to City Equipment Maintenance Shop.
- Perform all work in accordance with current manufacturer's specifications; comply with all safety procedures and OSHA standards; inform supervisor of safety hazards in the shop.
- Clean and properly store shop tools and equipment; turn in any broken or inoperative shop tools immediately; report any malfunctions of shop fixtures to supervisor.
- Maintain cleanliness of assigned work area.
- Maintain records of work performed.
- Perform related duties as assigned.

Applicant Requirement:

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

Supplemental Questions:

1. Describe your experience in repair and maintenance in the following areas. For each, include your position title and number of years in that position:
 - a. Light equipment
 - b. Heavy equipment
 - c. Off road, construction or turf equipment

2. Describe your experience welding and fabricating. Include your position title and the number of years in that position.

SUBMIT APPLICATION AND ANSWERS TO SUPPLEMENTAL QUESTIONS TO:

Via Email: kevin_devery@tempe.gov

Via Hand Delivery: City of Tempe
Public Works / Field Operations Division
55 S. Priest Drive
Tempe, Arizona 85281
Attn: Kevin Devery

Via Mail: City of Tempe
Public Works / Field Operations Division
P.O. Box 5002, Tempe, Arizona 85280
Attn: Kevin Devery

For questions, please contact:
Kevin Devery, Fleet Manager
E-mail: kevin_devery@tempe.gov
(480) 350-8088

An equal opportunity/reasonable accommodation employer.



City of Tempe – Temporary Employment Application

Last Name:		First Name:		MI:
Street Address:			City, State, Zip	
Phone Number:		E-Mail Address:		

Position(s) applying for _____

Do you possess a valid Driver's License (may be required for certain positions)? Yes No

Your age group is? 15-17 years 18-20 years 21 years+

Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? Yes No

Have you ever worked for the City of Tempe? Yes No

If yes, from _____ (mm/yy) to _____ (mm/yy)

Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee? Yes No If yes, please indicate his/her name, position, and relationship to you:

To assist us with verifying previous work experience and /or education, please list other names you have gone by:

Are you a veteran? Yes No

NOTE: If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at the time you are invited to a testing process.

Dates available: From _____ To _____

Please specify times you are available to work on the chart below.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Have you obtained a high school diploma or a high school equivalent certification? Yes No

If no, please indicate your highest grade level completed _____

Education from an accredited College/University:

College:	Major:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Certification or Registration (CPR, First Aid, Adv. Lifesaving, Lifeguard Training, W.S.I etc.)

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

Special training *that relates to this position*:

List computer software program(s) with which you are proficient in operating *that relate to this position*:

Language Proficiency (other than English):

Language:	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated **solely** on the application form and, if applicable, any supplemental questionnaire(s).

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:

Address:

Phone:

Job Title:

Employees Supervised:

Supervisor (Name/Title/Phone):

Employment Dates (mm/yy):

Hours Per Week:

Wage: \$ per

Work Performed:

Reason for Leaving:

Place of Employment or Volunteer Experience:	
Address:	Phone:
Job Title:	Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates (mm/yy):	
Hours Per Week:	Wage: \$ _____ per
Work Performed:	
Reason for Leaving:	

Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

Yes No *If Yes, please explain:*

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.		
<p>I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.</p>		
Print Applicant's Name	Applicant Signature	Date

<u>FOR ADMINISTRATIVE USE ONLY</u>	
Job Code: _____	Cost Center: _____
Title: _____	Hourly Wage: _____
Supervisor: _____	Weekly Hours: _____