



**City of Milwaukie
Employment Opportunity
Mechanic**

Apply by: July 19, 2010 at 4:00 p.m.

Status: **Full-time 40 hours/week, Benefit eligible**
Hours: **Monday – Friday, five 8 hour shifts**
Work location: **Johnson Creek Boulevard, 6101 SE Johnson Creek Boulevard, Milwaukie, OR**
Department: **Fleet Maintenance**
Salary: **\$3,263 to \$4,164 Monthly - Non-exempt, AFSME represented**
Benefits: **Family medical/dental/vision insurance; life/disability insurance; unemployment insurance; Social Security; PERS paid by employer, additional 1.5% of base salary placed in deferred compensation account, vacation, sick leave and holiday pay.**

The City of Milwaukie is seeking a customer service oriented person to fill a vacancy in our fleet division. The City has a vehicle service shop responsible for the maintenance and repairs on public works and emergency response vehicles. The successful candidate will be able to diagnose malfunctions and complete repairs in the shop or in the field as needed.

Qualifications: Candidates must have a high school diploma or GED and some specialized training in mechanics, maintenance, or a closely related field; two years prior work experience directly involving heavy truck service, computer diagnostics, tire repair and maintenance, welding, tune ups, front-end work, hydraulic and air brakes and major vehicle repair. Must possess or be able to obtain a valid Oregon or Washington Driver's license by time of hire; a CDL with Class A endorsement and a Tanker endorsement within 6 months of hire; an Automotive Service Excellence (ASE) or Emergency Vehicle Training (EVT) within two years of hire. Must have the ability to communicate effectively both verbally and in writing as well as establish and maintain effective working relationships with co-workers, supervisors, vendors, contractors and the public. For a complete list of the essential duties, knowledge, skills and abilities required, and physical and mental demands please see the complete job description at: <http://www.ci.milwaukie.or.us/departments/hr/classcomp/Mechanic.pdf>.

Selection Process: A screening of all application materials, including the supplemental questionnaire will be completed to determine the candidates being invited for an interview. Preference will be given to those applicants who have direct and relevant work experience in a City government Fleet Maintenance position, demonstrated experience and understanding of fleet shop certification as a green shop, experience performing mechanical work on police and fire vehicles and current EVT certification. Final candidates must be able to successfully pass a detailed background check, including a review of your driving record. Offers of employment are contingent upon successful completion of a pre-employment physical and drug screen and thorough criminal background check.

Application Process: All candidates must complete a City of Milwaukie employment application and supplemental questionnaire. Resumes may be included but are not accepted in lieu of an application. Application materials are available for download at www.cityofmilwaukie.org or they can be obtained at City of Milwaukie Human Resources, 10722 SE Main Street, Milwaukie, OR 97222. Please mail or bring your signed application materials to Human Resources, City of Milwaukie, no later than 4:00 P.M. of the closing date.

Immigration law notice: Only US citizens and aliens authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard for race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law.

Veteran's preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for City of Milwaukie positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for the job for which you are applying, check the appropriate box on the application form. To qualify for veteran's preference, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement.

Minorities, women, and qualified individuals with disabilities are urged to apply. If you wish to identify yourself as an individual under the Americans with Disabilities Act of 1990 and will be requesting accommodation or assistance with any part of the application process, please notify Human Resources.

***Equal Opportunity/Affirmative Action Employer
Women and Minorities are Encouraged to Apply***

Name: _____

Mechanic Supplemental Questionnaire

Please answer all questions as completely and clearly as possible. This information will be used in rating your training and experience relevant to the position and is subject to verification. If necessary, attach additional sheets and number your answers accordingly and put your name on each page.

Please describe your education and training as it relates to this position. Include college degrees and field of study and any relative special areas of study.

1. Please list any certifications you have received:

Type of training	Certification	Date Received	Date Expires

2. Describe your specific experience in the following areas. Be sure to include years of experience, type of projects you worked on and your level of responsibility.

a) Computer diagnostics: _____

b) Mechanical work on Police or fire vehicles: _____

c) Repair of Hydraulic and air brakes: _____

d) Air conditioning and fire pumps: _____

3. Describe what you feel are the key elements to being an effective Mechanic.

EMPLOYMENT APPLICATION

Instructions: Please print or type. This application is a part of the screening process. To be considered for employment please:

1. Fill out the application completely. **Do not use "Refer to resume."**
2. Use additional sheets if necessary. Incomplete applications will not be accepted.
3. Sign and date the application.
4. Mail, or bring the application to the Human Resources Office, City of Milwaukie, 10722 SE Main St., Milwaukie, OR 97222. **Applications submitted after the closing date will not be considered.**

Visit our website at www.cityofmilwaukie.org for current job openings.

We are an Equal Opportunity Employer.
Please notify us if you need any accommodations or assistance with any part of our application process.

CONTACT INFORMATION

Position Applied for: _____

Name: _____
Last First MI

Address: _____
Street City State Zip

Phone: _____ **E-mail Address:** _____
Preferred contact number Second preference

EDUCATION/TRAINING RECORD

Diploma/GED Some College Associate's Bachelor's Master's Doctorate

NAME AND LOCATION OF SCHOOL	TOTAL CREDIT HOURS		TYPE OF TRAINING OR MAJOR	NAME OF CERTIFICATE OR DEGREE RECEIVED
	SEM.	QTR.		

If job requires course work in specific areas, attach transcript or list of courses completed.

LICENSES AND CERTIFICATIONS

List Driver's License and other licenses or certificates required by the announcement.

Title	Number	Issuing Agency	Expiration Date	Special Endorsements/Class

ADDITIONAL SKILLS

List any additional skills you have which qualify you for this position:

OTHER

As an adult, have you ever been convicted of an offense other than a minor traffic violation? Yes No

If yes, please explain the nature of the offense, the date, and the location: _____

Convictions are evaluated for each position and are not necessarily disqualifying.

EMPLOYMENT HISTORY

List all the positions you have held in the past fifteen (15) years. Begin with your most recent experience. List all jobs separately, include military, volunteer, and intern experience. Use additional sheets if necessary.

Current or Last Employer		Location	
Type of Business	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer	Dates Employed From _____ To _____	
Reason for Leaving	Supervisor	Supervisor's Phone Number	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Job Title		Salary	
Job Duties:			

Previous Employer		Location	
Type of Business	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer	Dates Employed From _____ To _____	
Reason for Leaving	Supervisor	Supervisor's Phone Number	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Job Title		Salary	
Job Duties:			

Previous Employer		Location	
Type of Business	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Volunteer	Dates Employed From _____ To _____	
Reason for Leaving	Supervisor	Supervisor's Phone Number	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Your Job Title		Salary	
Job Duties:			

CERTIFICATION: I certify that all statements on this application and any supplemental application material are complete to the best of my knowledge. I understand false or incomplete statements shall be sufficient for disqualification from the application process or dismissal should I be hired for employment. In submitting this application for employment, I understand that I am authorizing the City of Milwaukie to investigate the information that I provide, including contacting representatives of former employers, educational institutions, or any references. I understand that the City of Milwaukie also completes a background check of all applicants, which will include a driving history, criminal records, and might include a credit history. My signature on this serves as my authorization for the City to conduct such record checks. I realize that the City of Milwaukie will provide me with the required notice, disclosure, and request for authorization whenever the information sought falls under the requirements of the Fair Credit Reporting Act. I understand that a conditional job offer will be contingent upon successfully passing a drug screen. **I have read and I understand all of the instructions and acknowledgments set forth above. (If you are submitting the application via e-mail, it may be signed at time of interview, should you be selected.**

Signature:

Date:

CONFIDENTIAL APPLICANT INFORMATION
CITY OF MILWAUKIE

POSITION APPLIED FOR

DATE APPLYING

The City of Milwaukie is dedicated to a policy of equal opportunity in employment without regard to race, religion, sex, national origin, age, marital status, mental or physical disability, or political affiliation.

The following information is voluntary and will not be considered in any part of the selection process. It is used for statistical purposes only so that the City can monitor its hiring practices, consistent with its commitment to further the principles of Equal Employment Opportunity. At the time of submittal, the form will be separated from your application and information provided on the form will not be used to make any employment decisions and will be kept strictly confidential.

MARK EACH OF THE APPROPRIATE SECTIONS LISTED BELOW

ETHNIC IDENTIFICATION (check one only)

1. Caucasian (Not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa, or Middle East.
2. Black (Not of Hispanic origin) All person having origins in any of the black racial groups.
3. Hispanic All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.
4. American Indian or Alaskan Native All persons having origins in any of the original peoples of North America who maintain cultural identification through tribal affiliation or community recognition.

Commission Expires: _____

5. Asian or Pacific Islander

All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example: China, Japan, Korea, the Phillipine Islands, Samoa, and India

SEX: Male Female

RECRUITMENT SOURCES:

How did you **first** learn of this employment opportunity? (Please specify source name)

- Newspaper _____
- Professional Publication _____
- State Employment Office _____
- City Job Hotline _____
- City Website _____
- Other Website _____
- Current City of Milwaukie Employee _____
- Other (Please list) _____