

**Civil Service Commission  
Spokane Valley Fire Department  
2120 N. Wilbur Rd  
Spokane, Washington 99206**

**Position Opening:** Mechanic  
***UNION REPRESENTED POSITION***

**Applications Open:** September 14, 2021

**Applications Close:** October 8, 2021, at 4:00 pm

**Examination Date:** Week of October 11, 2021

**Salary:** \$31.47/hour

**Duties:** See enclosed job description

**Required occupational qualifications:**

To be eligible to apply for this position the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them:

- ◆ Must have proof of eligibility for employment in the United States.
- ◆ Must be 18 years of age prior to the closing of applications.
- ◆ Must have a high school diploma or equivalent.
- ◆ Must have a valid state driver's license.
- ◆ Must obtain a Class A Commercial Driver's License within one year of employment, as a condition of employment. Class A Commercial Driver's License must remain current as a condition of employment.
- ◆ Must be able to communicate the English language clearly and concisely, both orally and in writing.
- ◆ Must be a non-user of any tobacco products, including electronic cigarettes if employed after 1-1-2008.
- ◆ Must possess good mechanical skills.
- ◆ Must possess adequate knowledge of the operation of equipment, tools, and vehicles used within SVFD.
- ◆ Must successfully pass the SVFD medical and drug screening testing.
- ◆ Must possess and provide mechanical tools necessary to accomplish basic repairs
- ◆ Must be physically capable of lifting heavy objects as necessary.
- ◆ Must have experience with heavy equipment.
- ◆ Must have a minimum of five (5) years' experience as a mechanic with emphasis in the diagnosis, maintenance, and repair of diesel and gasoline engines, heavy trucks, and fire apparatus while working in private or public repair facility.
- ◆ Automotive Service Excellence (ASE) and/or Emergency Vehicle Technician (EVT) certifications required.
- ◆ Must obtain a Master EVT Certification within 2 years, as a condition of employment. Certification must remain current as a condition of employment.

**Testing Process:**

- Scored Resume (100 points) to determine top five (5) candidates
- Scored Interview (100 points) to determine ranking

**To Apply:** Applicants can download the application packet at <https://www.spokanevalleyfire.com/join-svfd/>. The application shall be e-mailed no later than the closing date of applications to [callahanp@spokanevalleyfire.com](mailto:callahanp@spokanevalleyfire.com). Only emailed applications will be accepted and should include the following documents:

- Completed and signed application form
- Resume and Cover Letter
- Copy of high school diploma OR a GED certificate
- Military Preference: Military service credit will be awarded in accordance with RCW 41.04. Applicants claiming military service credit must complete the Veteran's Preference Questionnaire and include the supporting documentation outlined on the request form.
- Copy of ASE or EVT Certification

The Civil Service Examiner, or his/her designee, will review the applications for completeness once all applications are received. **Any applications submitted that have incomplete or missing documents will be rejected. NO LATE DOCUMENTS WILL BE ACCEPTED!**

**The Spokane Valley Fire Department is an equal opportunity employer and will not base hiring decisions on race, color, sex, sexual orientation, age, national origin, religion, marital status, veteran status, disability, or other protected status. If you require disability accommodation to complete the application and/or testing process, please contact Peggy Callahan at 509-892-4140 before the applications close.**

# Spokane Valley Fire Department

Job Description

## Mechanic

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**Revised 09/01/2017**

### **Nature of Work**

The Mechanic performs repair and Fleet Operations work for all of the Spokane Valley Fire Department (SVFD) automotive fleet, including fire apparatus, staff vehicles, trailers, firefighting equipment, SCBA compressors and storage systems, standby power generators, and snow removal equipment, as assigned. In the absence of the Fleet Operations Manager the Lead Mechanic will assume the responsibility for ensuring that all mechanical repairs and Fleet Operations are completed.

### **Examples of duties and expectations: (To include but not limited to)**

- ◆ Performing repairs and Fleet Operations on a variety of mechanical equipment.
- ◆ Inspection, diagnosis, and locating mechanical problems on SVFD equipment, vehicles, and apparatus; repairing as necessary.
- ◆ Assumes responsibility of assuring that all mechanical repair activities are completed and recorded in the record keeping (FASTER) system, including repair orders, parts used and services performed.
- ◆ Keeps the Fleet Operations facility maintained in a safe, neat, and clean condition.
- ◆ Performing other duties as assigned by the Fleet Operations Manager or Deputy Chief.
- ◆ The physical demands of the Mechanic may vary considerably depending on circumstances on any given day.
- ◆ May be required to respond to fire alarms and other emergencies. May be required to supervise the operation of equipment at fires and effect field repairs as needed.
- ◆ Diagnose and repair hydraulic systems and components.
- ◆ Diagnoses malfunctions in vehicles' electrical systems and performs required repairs.

### **Additional Responsibilities for Lead Mechanic**

- ◆ Maintains complete maintenance records on each piece of mechanical equipment, prepares reports, and presents them as required.
- ◆ Maintains inventory control system on stock items and equipment
- ◆ Orders, and stocks parts as needed.
- ◆ Assists with specifications for new fire equipment including fire apparatus, staff vehicles, trailers, etc, as necessary.
- ◆ Provides training to fire department personnel pertaining to maintenance and operation of fire apparatus and related equipment.

# Spokane Valley Fire Department

Job Description

## Mechanic

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### Supervision:

All Mechanic positions work under the direct supervision of the Fleet Operations Manager (FOM) or in the FOM's absence, the Lead Mechanic.

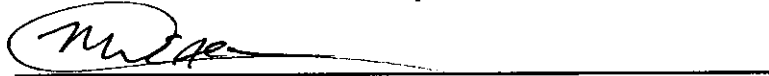
### Required occupational qualifications:

To be eligible to apply for this position the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them:

- ◆ Must have proof of eligibility for employment in the United States.
- ◆ Must be 18 years of age prior to the closing of applications.
- ◆ Must have a high school diploma or equivalent.
- ◆ Must have a valid state driver's license.
- ◆ Must obtain and maintain a Class A Commercial Drivers with <sup>in</sup> one year.
- ◆ Must be able to communicate the English language clearly and concisely, both orally and in writing.
- ◆ Must be a non-user of any tobacco products, including electronic cigarettes if employed after 1-1-2008.
- ◆ Must possess good mechanical skills.
- ◆ Must possess adequate knowledge of the operation of equipment, tools, and vehicles used within SVFD.
- ◆ Must successfully pass the SVFD medical and drug screening testing.
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- ◆ Automotive Service Excellence (ASE) and/or Emergency Vehicle Technician (EVT) certifications required.
- ◆ Must obtain a Master EVT Certification within 2 years. Certification must remain current as a condition of employment.

Adopted by the Board of Fire Commissioners on September 11, 2017.

Commission Chairman



**SPOKANE VALLEY FIRE DEPARTMENT  
APPLICATION FOR VETERAN'S PREFERENCE**

*RCW 41.04.010, as amended by House Bill 1065, provides for a veteran's preference to be added to the final passing score on written examinations for certain veterans in the recruitment and selection process. Additionally, RCW 73.16.010 provides for a preference in hiring for certain veterans and their widows or widowers. If you believe you are eligible to be considered for preference under either RCW, you need to complete and submit this questionnaire.*

**PLEASE READ THE ELIGIBILITY REQUIREMENTS CAREFULLY. Applicants claiming veteran's preference eligibility will be required to provide documents to verify eligibility such as a DD214 or other appropriate service discharge record.**

**1) VETERAN'S STATUS:**

- A.  I have served on active military duty, as a member in a branch of the armed forces of the United States or as a member of the women's air forces service pilots, during a period of war or in an armed conflict, as defined in RCW 41.04.005: WWI, WWII, the Korean Conflict, Vietnam Era (2/28/61 – 5/7/75 if served in the Republic of Vietnam; 8/5/64 – 5/7/75 if served elsewhere); Crisis in Lebanon, Invasion of Granada, Operation Just Cause (Panama); Operation Restore Hope (Somalia); Operation Uphold Democracy (Haiti); Operation Joint Endeavor (Bosnia); Operation Noble Eagle; Operation Desert Storm; Operation Enduring Freedom; Operation Iraqi Freedom.
- B.  I have served on active military duty, as a member in a branch of the armed forces of the United States or as a member of the women's air forces service pilots, but **not** during a period of war as defined in RCW 41.04.005.
- C.  I am a veteran of any war of the United States, or of any military campaign for which a campaign ribbon has been awarded.
- D.  I am a widow or widower of a veteran qualifying under item 1C (listed above).

**2) DISCHARGE STATUS:**

- A.  I have/will receive an honorable discharge.
- B.  I have/will receive a discharge for physical reasons with an honorable record.
- C.  My spouse received an honorable discharge or discharge for physical reasons with an honorable record.

**3) RECEIPT OF VETERAN'S BENEFITS:**

- A.  I am not receiving any veteran's retirement payments.
- B.  I am receiving veteran's retirement payments.

**4) RECEIPT OF VETERAN'S PREFERENCE IN APPOINTMENT:**

- A.  I have never been granted veteran's preference to obtain an appointment to a position with the State of Washington or a political subdivision or municipal corporation.
- B.  I have previously been granted veteran's preference and obtained an appointment to a position with Spokane Valley Fire and was afterward called or recalled to active military service for a minimum of one year during a period of war, and I am now seeking a promotion with Spokane Valley Fire.

I understand that if any of the above statements are demonstrated to be false, I will be disqualified from employment with Spokane Valley Fire. I also understand that if employed, any misrepresentation of facts regarding my receiving veteran's preference is sufficient cause for dismissal.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position Applied For

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Veteran's Preference Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Preference Points Available To Be Granted: <input type="checkbox"/> 5% <input type="checkbox"/> 10%	
Eligible for preference under RCW 73.16.010 only (no written exam administered)	

SPOKANE VALLEY FIRE DEPARTMENT  
 2120 N WILBUR RD SPOKANE VALLEY WA 99206  
 PHONE (509) 892-4140  
 www.spokanevalleyfire.com

## NEW HIRE APPLICATION

**Dear Applicant:**

**Thank you for your interest in Spokane Valley Fire Department. You must complete all sections of this application. Please print clearly or type the required information using black or blue ink.**

PROGRAM INTEREST				
Please mark the program you are interested in:				
<input type="checkbox"/> Mechanic <input type="checkbox"/> Administrative <input type="checkbox"/> Assistant Receptionist <input type="checkbox"/> Other:				
PERSONAL INFORMATION				
<b>First, Middle, Last</b>				
<b>Address:</b>				
<b>City:</b>		<b>State:</b>		<b>Zip:</b>
<b>Primary Phone:</b>				
<b>Email Address</b>				
<b>Driver's License Number:</b>		<b>State:</b>		
<b>Are you over 18 years of age?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>How did you learn of this opportunity?</b>	<input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Open House <input type="checkbox"/> Other			
IN CASE OF EMERGENCY NOTIFY				
<b>Name:</b>				
<b>Phone:</b>				
<b>Relationship:</b>				
MEDICAL CONDITIONS				
<b>List any allergies or other conditions that could affect emergency treatment:</b>				
<b>List physical or health restrictions that could limit your effectiveness:</b>				

EDUCATIONAL BACKGROUND					
<b>High School</b>					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If not, GED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name School(s) Attended:			City/State:		
<b>College or Vocational School</b>					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Major:		
School(s) Attended:			City/State:		
EMPLOYMENT HISTORY (List 3)					
List most recent employer first. Include fire and/or U.S. Military Service and volunteer service if applicable. If employment was under a different name, please indicate name.					
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of		to	Reason for Leaving:		
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of Employment:		to	Reason for Leaving:		
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of Employment:		to	Reason for Leaving:		
<i>If you wish to include additional experience, please attach the above information for each position on a separate sheet of paper.</i>					
REFERENCES					
List three (3) non-family references:					
Name:			Relation:		
Phone:			E-Mail Address:		
Name:			Relation:		
Phone:			E-Mail Address:		
Name:			Relation:		
Phone:			E-Mail Address:		

**QUALIFICATIONS, SKILLS, & TRAINING**

List any Fire/Rescue, EMS, and/or emergency management certifications you currently hold. Include expiration dates and certifying state, department, or agency. Please attach copies of your certifications to this application.

Certification	Certifying State/Department/Agency	Expiration Date

List any special qualifications, skills, certificates, training and/or licenses you hold.

**CERTIFICATION & AGREEMENT**

**This statement must be signed.  
Please read the following statement carefully before signing.**

I understand that any information contained within this application may be verified and that all information obtained as a result of this application is confidential and will be used only for the purpose of determining employment. I understand that if I am hired by Spokane Valley Fire Department, I may be subjected to drug and/or alcohol testing and/or physical examinations. I agree to keep Spokane Valley Fire Department informed as to any changes of the information contained in this application (change of address, phone, convictions, traffic violations, etc.) I also understand that false statements or omissions of information will make this application void and may terminate my employment.

*Applicants receiving a conditional offer of employment will be required to undergo and successfully pass a criminal background check. Criminal convictions are not an automatic bar to employment with Spokane Valley Fire Department. Considerations include, but are not limited to, the nature of the conviction, when the event occurred, and the relationship between the position applied for and the type of crime.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant