**Aumsville Rural Fire Protection District**

**490 Church St, Aumsville, OR 97325**

**Phone: 503-749-2894**

**Fax: 503-749-2182**

**APPARATUS MAINTENANCE POSTING**

**Aumsville Rural Fire Protection District**

Aumsville, Sublimity, and Turner Fire Districts are seeking candidates for an Apparatus Maintenance position. The Districts operate five fire stations and a fleet of 40 apparatus. This position is considered an Aumsville employee. Services are contracted to the other districts. Each District provides fire protection, rescue, and Quick Response EMS. In 2015, between all three districts, fire fighters responded to over 2583 calls for service.

The Apparatus Maintenance position performs repairs and maintenance to all District vehicles, equipment, tools, and small engines. This position also maintains all documentation and schedules for managing the multiple District fleet’s and equipment. He/she also may have the opportunity to volunteer with multiple districts. This is not a paid Fire Fighting position, but a paid mechanic position.

Application packets are available online at [www.aumsvillefire.org](http://www.aumsvillefire.org) or at the fire station located at 490 Church St. Aumsville, OR 97325.

**Application packet cover letter, resume, copy of driver ’s license and letters of reference (optional) must be received by 5:00 pm on Friday, September 30, 2016. Please send your completed application packet to: Aumsville Fire District Hiring Process, 490 Church St, PO Box 247, Aumsville OR**

**97325. You can hand deliver your packets at the Aumsville fire station Monday – Friday between 8 am and 5 pm. If you have questions about the application process, please contact Chief Terrill Isaak at (503) 508-6648. Packets should be sealed in a manila envelope and marked Attention Chief Isaak.**

**AUMSVILLE RURAL FIRE PROTECTION DISTRICT APPARATUS MAINTENANCE**

**WAGE AND BENEFITS**

 $55,000 annually starting wage with step increase wage schedule applicable after probationary period of 12 months.

 40 hours per week

 PERS Retirement – plus 6% employee pick-up paid by District

 Paid Time Off – 32 Hours of personal leave each year

 Accumulated vacation hours based on years of service

 Sick leave accumulations on a monthly basis

 Paid holidays - 10 per year

 Life, Accidental Death/Dismemberment insurance coverage

 Health Insurance Package –100% full family coverage

 HRA VEBA – 100% employer paid contributions

**AUMSVILLE RURAL FIRE PROTECTION DISTRICT JOB DESCRIPTION**

**APPARATUS MAINTENANCE**

**DUTIES**

Under the direction of the administration, is responsible for performing a variety of functions related to the maintenance, repairs, and inventory for multiple Fire Districts, including all equipment, apparatus, and ensuring a maximum degree of readiness for all emergency vehicles and equipment; shall coordinate and/or schedule additional maintenance and repairs; purchases parts and supplies, while maintaining accurate purchase and service records. These tasks are illustrative only and may include other related duties.

**REQUIREMENTS**

While performing the duties of this position, the employee is frequently required to stand, walk, observe, smell, communicate, reach and manipulate objects, tools, or controls. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, crawl or work from heights and/or ladders. This position requires mobility. Duties involve moving materials weighing up to 20 pounds on a regular basis, and occasionally move materials weighing up to 100 pounds. Manual dexterity and coordination are required over 50% of the work period while operating computer and other standard office equipment, fire suppression equipment, EMS equipment and performing various maintenance assignments. Close hand and eye coordination is required in performing critical assembly adjustments.

The employee must have the ability to perform those physical requirements necessary for essential functions, including but not limited to, regular sitting, standing, walking and general mobility; continual talking in person, in group presentations and over the phone to diverse groups of various sizes and natures; occasional keyboard typing; infrequent crouching, kneeling, crawling, climbing, limb extension, and all other physical activities required in his or her activities in emergency situations.

**SUPERVISION RECEIVED**

Supervision for this position is received from the Chief and administration partners of this program, who reviews work for compliance with quality and conformance with District rules, policies and procedures.

**SUPERVISION EXERCISED**

Supervision is not a normal function for this position; instruct and supervise personnel assisting with maintenance work. Must be self-motivated and capable of performing duties without direct supervision.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Safely drive and operate all emergency apparatus of the District for non-emergency operations.
* Responsible for ensuring all apparatus is in a ready-to-respond status and that all apparatus is restored to a ready-to-respond status before being placed back into service after maintenance and/or repairs.
* Perform all required preventative maintenance inspections and repairs on emergency apparatus, equipment and facilities; record and maintain all accurate maintenance and repair records for emergency apparatus, and equipment.
* Perform general over haul, mechanical and electrical repair work on fire apparatus, fire pumps, autos and related equipment, except in instances where specialized equipment is required and is not possessed by the District.
* Maintain fire apparatus and equipment; restore to “in-service” condition; conduct necessary tests to ensure availability.
* Ability to communicate effectively in English, both orally and in writing, have computer skills and general knowledge of software and maintenance software, as well as the ability to effectively instruct.
* Must be able to read and understand, and maintain appropriate Material Safety Data Sheets (MSDS) and technical materials.
* Maintain a professional attitude with staff, volunteers, and most importantly the public.
* Must maintain certifications as required by the position.
* Maintain a clean and orderly work area.
* Attend conferences, specialized schools, seminars, and other training functions to keep abreast of new developments in fire service maintenance, safety and training as the administration may direct or authorize.
* Perform other duties as assigned by the administration.

**SECONDARY FUNCTIONS**

* Schedule, coordinate and/or conduct all annual pump testing, ladder testing, SCBA testing, breathing air testing, hose testing and hydrant testing.
* Create weekly, monthly, and annual schedules to maintain fire equipment and apparatus. It will be expected that you keep your work area clean by all means necessary to be safe from slips, trips and falls. This may include mopping, and cleaning your work area. All schedules to be preapproved and projects signed off at completion by the Fire Chief.
* Attend any training required and recommended for the job functions.
* Verify, at least each year, the physical inventory of all property in the District’s possession.
* Performs other duties, as assigned.

**NOTE:** The intent of this listing of “typical” tasks is to describe the principal functions of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental, or substantially similar duties which may be assigned during normal operations.

**JOB CONDITIONS**

Works inside and outside where work area is frequently dirty, greasy, dusty, noisy, drafty and subject to all weather conditions; Individual may be required to service equipment in the field and will be subject to disagreeable weather and field conditions.

Involves occasionally working under a moderate degree of stress and may require working long hours in the performance of essential functions. The position is normally an 8:00 am to 5:00 pm 40-hour work week.

This position is subject to afterhours call-back for the repair of apparatus and/or equipment.

**EDUCATION / EXPERIENCE**

* Must be a high school graduate or possess a G.E.D.
* Must be at least 21 years of age.
* Thorough knowledge of the standard practices, methods, equipment and tools of the heavy duty automotive mechanical trade; working knowledge of the mechanics and operating principles of gas and diesel internal combustion engines and pressure pumps; working knowledge of the types and uses of firefighting equipment and apparatus; skill in the use of related power and hand tools; ability to make estimates of time and materials needed for repairs; skill in diagnosing defective automotive equipment and apparatus operation.
* Any combination of education, training, or experience that provides the required knowledge, skills and abilities to perform job functions, both essential and secondary.
* Understand District policies and Standard Operating Guidelines.
* Ability to operate a computer and maintain computer literacy in all software programs implemented by the district.

**SPECIAL REQUIREMENTS**

Must meet knowledge, health and physical qualifications established by the Fire District.

Must possess or be able to obtain within 60 days of employment an Oregon driver’s license, and be insurable by the district’s insurance carrier. Must have possessed a driver’s license for at least three (3) years at the time of appointment.

Must reside within a 30 to 45-minute response time of the Fire District within one year of employment.

**DESIRED QUALIFICATIONS**

ASE certifications

EVT certifications

Diesel certifications

**AUMSVILLE RURAL FIRE DISTRICT**

**APPLICATION FOR EMPLOYMENT**

**490 Church St. Aumsville, OR 97325**

**Phone: 503-749-2894**

**Fax: 503-749-2182 www.aumsvillefire.org**

**APPARATUS MAINTENANCE APPLICATION**

The Aumsville Fire District is an equal opportunity employer and does not unlawfully discriminate on basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status or any other basis prohibited by federal, state or local law.

**INSTRUCTIONS:** All pages of this application must be completed. Answer each question fully and accurately. If you need additional space, continue your answers on a separate sheet of paper. Place all information in a manila envelope and mark it Attention Chief Isaak. No action can be taken on this application until all questions have been answered. **Please submit a cover letter, resume, and copy of driver’s license with your application.**

**NAME:**

LAST FIRST MIDDLE

**ADDRESS:**

**MAILING ADDRESS:** (if different)

**CITY, STATE: EMAIL:**

**Home Phone: Cell Phone:**

**ZIP:**

**Message Phone:**

**EDUCATION HISTORY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **School** | **Name & Location** | **Course of Study** | **Years Completed** | **Degree/Diploma** |
| **High School or GED** |  |  |  |  |
| **College** |  |  |  |  |
| **Graduate** |  |  |  |  |
| **Business** |  |  |  |  |
| **Trade** |  |  |  |  |

**ADDITIONAL TRAINING:** List any other relevant education or certifications, special training, skills, languages or other special job- related skills you may have that are pertinent to the position for which you are applying.

 I am seeking veteran or disabled veteran preference.

To verify and to claim your veteran status, please attach your DD 214/215 to your application before the close date of the

recruitment. To use disabled veteran preference, you may need to also provide a copy of your veteran's disability preference letter from the U.S. Department of Veterans Affairs, unless the information is already included in the DD 214/215. Please remember to redact your social security number information on the copy of the form you will be attaching.

**EMPLOYMENT HISTORY:** Beginning with your present or most recent job, describe your work experience, including all non -paid or volunteer work. List any other prior experience related to the duties of the position for which you are applying.

**Employer:**

**Address:**

**Supervisors Name: Telephone #**

**Your title: From: \_**

**To:**

**Duties:**

**Reason for leaving:**

**May we contact your supervisor/employer?**  **YES**  **NO**

**Employer:**

**Address:**

**Supervisors Name: Telephone #**

**Your title: From: To:**

**Duties:**

**Reason for leaving:**

**May we contact your supervisor/employer?**  **YES**  **NO**

**Employer:**

**Address:**

**Supervisors Name: Telephone #**

**Supervisor Email:**

**Your title: From: To:**

**Duties:**

**Reason for leaving:**

**May we contact your supervisor/employer?**  **YES**  **NO**

**SUPPLEMENTAL QUESTIONS:**

**Briefly explain your interest in this position.**

**Please list your office equipment related skills and experience.**

**Please indicate briefly any job-related skills or additional information you feel may be helpful to us in considering your application.**

**SPECIAL SKILLS, QUALIFICATIONS AND CONSIDERTIONS:**

**Summarize special skills and qualifications, volunteer activities, community involvement, employment or other activities related to the job you are seeking.**

**REFERENCES:** Please give three references, not relatives or former employers.

Name: Phone Number:

Occupation: Email:

Name: Phone Number:

Occupation: Email:

Name: Phone Number:

Occupation: Email:

**AFFIDAVIT**

I certify that the answers given herein are true and complete to the best of my knowledge. I agree that the Aumsville Fire District shall not be liable in any respect if employment is denied me or if my employment is terminated because of false, incomplete or misleading information in my application or interviews. I also authorize the companies, schools or persons named above to release to the Aumsville Fire District all information regarding my employment, character and qualifications. I hereby release said companies, schools or persons from all liability for any damage for issuing this information. I understand that nothing contained in this employment application, or in the granting of an interview, creates a contract between the Aumsville Fire District and me for employment or any other benefit. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Aumsville Fire District. If an employment relationship is established, I understand that unless specifically limited in formally executed contract, I have the right to terminate my employment at any time for any reason and the Aumsville Fire District retains a similar right.

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration or my appointment terminated.

I understand that I may be required to undergo physical examination, drug screening and/or background investigation during the hiring process.

As a condition of employment, I understand I will be required to produce original documents establishing my identity and authorization to work and if necessary, to complete the U.S. Immigration and Naturalization Service Form I-9.

**Printed Name Date**

**Signature**

Developed Sept 2016 ARFPD