



City of Hollister

Human Resources

375 Fifth Street

Hollister, CA 95023

INVITES APPLICATIONS FOR:

ASSISTANT EQUIPMENT MECHANIC

\$1,393.12 - \$1,462.74 - \$1,535.89 - \$1,612.70 - \$1,693.36

(Bi-Weekly Salary)

Final Filing Date: Friday, July 31st, 2015, by 5:00 p.m.

This is an open recruitment. Qualified candidates from the public and qualified career City employees are encouraged to apply. The current vacant position is in the Community Services Department/Fleet Maintenance Division.

The eligibility list that is developed from this recruitment process may be used to fill future vacancies in the Assistant Equipment Mechanic classification.

Position: Under direct supervision, to perform lubrication and detailed preventive maintenance on a variety of gasoline and diesel powered automotive, heavy and light construction and other power driven equipment.

Qualifications: Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying.

Experience: One (1) year of experience performing routine servicing of automobiles, trucks and/or gasoline – diesel powered equipment.

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

Physical and Other Requirements: Applicant must be at least 18 years of age. Must possess the strength and physical ability necessary to perform the essential functions of the position.

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, explosive materials, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Must provide a copy of a current (dated within the last 30 days) DMV printout with submittal of employment application.

License & Certificate: Possession of, or ability to obtain, an appropriate, valid Class B driver's license within the first year of hire. Class B driver's will be required to participate in a random drug/alcohol selection per Department of Transportation.

Examples of Duties: Performs a variety of maintenance tasks and minor mechanical repairs on vehicles and related tools and equipment, including engine tune-ups, adjusting and/or relining brakes, minor electrical repairs, and routine parts replacement. Lubricates equipment, vehicles and tools per assigned schedule. Changes, repairs, balances and rotates tires. Replaces and installs accessories such as mirrors, wipers and lamps. Transports parts and equipment. Picks up and delivers vehicles for service. Assists mechanics in performing mechanical maintenance and repair work as assigned. Washes and steam cleans vehicles and parts. Services transmissions; changes filters and fluids. Inspects vehicles for worn or loose parts; checks for hydraulic and exhaust leaks. Recognizes vehicle deficiencies and reports to supervisor needed repairs; completes simple work records and parts lists as directed. Organizes and performs parts warehouse related tasks. Performs custodial duties around the corporation yard and equipment maintenance facility. Performs fuel island duties and records products usages. **Knowledge of:** automotive nomenclature, fuels, lubricants and applicable fluids; shop practices, procedures, and safety; and power tool use. **Ability to:** communicate clearly and concisely, both orally and in writing; read and follow preventative maintenance schedules, instructions and understand service manuals; work independently in the absence of supervision; safely operate a wide variety of City equipment and vehicles; identify automotive parts and defects; and to maintain basic vehicle service records. Performs related duties and responsibilities as assigned.

How to Apply: A formal City Employment Application is required at the time of filing and may be obtained from the **City of Hollister, Human Resources Division: 375 Fifth Street, Hollister, CA 95023, Ph: (831) 636-4300 ext. 24.** Applications must be received in the Human Resources Division Office by 5:00 p.m. on Friday, July 31st, 2015. Copies may be downloaded from the following City website address: www.hollister.ca.gov. Applicants may attach a resume to their completed application, but a resume cannot be accepted in lieu of an official application form. Faxed applications will not be accepted.

Selection Process: Candidates presenting the most desirable combination of education, experience and/or training as stated in this announcement will be invited to continue in the selection process. The selection process may require any combination of the following: application appraisal, written examination, performance test, and personal interview conducted by an outside oral panel and/or department head. Following the examination process, successful candidates will be placed on an employment list. Appointment will be made from the employment list. Appointed employee(s) will be required to pass a physical, drug screen, background and fingerprints.

Equal Opportunity/Affirmative Action: The City of Hollister does not discriminate on the basis of race, color national origin, ancestry, sex, religion, sexual orientation, age, disability, marital status, political affiliation, or any other non-merit factor. The City of Hollister encourages minorities and women to apply. The City of Hollister makes reasonable accommodations for the disabled. Individuals requiring any accommodation in order to participate in the testing process must inform the Human Resources Office in writing no later than the final filing date stated in the job announcement. Requests for accommodation should include an explanation of the type and extent of accommodations needed to participate in the selection process and/or to perform the duties of the job for which they have applied.

Post-Offer Medical Examination: Prior to appointment, the selected candidate is required to pass a post-offer medical examination and drug screen. Candidates are encouraged not to quit or give notice to present employers until the medical exam and drug have been completed and passed. The medical records shall be maintained in a confidential manner.

Group Insurance: Employee premiums paid by City through a cafeteria style program for medical, dental, vision, life and long term disability insurance. Employees have a choice of a variety of medical plans offered through PERS Health. Generous City paid contributions are made toward dependent coverage for medical, dental and vision insurance.

Retirement: The City contracts with the California Public Employees Retirement System (CalPERS). The City's Retirement Formula for Classic Members as defined by the Public Employee's Pension Reform Act (PEPRA) is 2% at Age 60. All new Employees as defined by the Public Employee's Pension Reform Act (PEPRA) are subject to the CalPERS 2% @ Age 62 Retirement Formula. Employees pay a specified amount of the Employer and Employee Contributions with the City paying the remainder.

Vacation Leave: 10 days per year, increased to 15 days per year after 3 years, increases to 20 days after 7 years, increased to 22 days after 15 years. Vacation allowance shall be increased one (1) day per year after completion of twenty (20) years of service with a maximum of twenty-five (25) days after twenty-five (25) years of service.

Holidays: Twelve and a half (12 ½) paid holidays per year.

Sick Leave: Earned at a rate of 8 hours per calendar month of service with no accrual limit. Provision for partial cash pay out of accumulated sick leave upon retirement with ten years of service or more.

IRS Flexible Spending Plan: IRS Code, Section 125 which provides for pre-tax contributions for unreimbursed medical, insurance premiums and dependent care expenses.

Life Insurance: City pays \$50,000 Life & AD&D Insurance.

Bilingual Pay: City pays \$125 per month upon assignment.

Deferred Compensation: Optional Voluntary 457 and Roth Plan available.

Other Benefits: Education/Tuition reimbursement, Employee Assistance Program (EAP), Longevity Pay, Professional Development Incentive and credit union privileges.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

DATE OF NOTICE: July 1, 2015

