

JOB ANNOUNCEMENT

This announcement is being distributed pursuant to Section 3.01 of the District Personnel Manual.

MECHANIC

Final Filing Date: Open Until Filled

Application Process

Interested individuals may download an application from the District website at www.fightthebite.net/about/district-jobs/. Failure to fully complete an application and the instructions in this job announcement may result in rejection from the process. Please mail all application materials to:

Sacramento-Yolo Mosquito and Vector Control District
Attn: Mechanic
8631 Bond Road
Elk Grove, California 95624
(916)685-1022

Or

Submit by e-mail to Jobs@fightthebite.net. Please attach the application as a Word or PDF file with the classification title, Mechanic, in the subject line. E-mailed applications are not considered received until opened by District staff.

Please Note: It is recommended that Applicants submit their application materials to the District as soon as possible. E-mails are not considered received until opened by District staff. Applications will be reviewed periodically and applicants will be notified of their status in the recruitment process by e-mail and/or phone.

Job Description

Under the direction of the Shop Supervisor, performs vehicle and equipment maintenance, design and fabricate spray equipment, traps and other related tools, and perform related work as required.

A complete Job Description can be obtained from the Main District Office.

Illustrative tasks for this class include, but are not limited to, the following:

The Mechanic: Repairs and maintains automotive equipment, chemical application equipment, all-terrain vehicles, and small tools and implements such as light traps, ULV machines, etc.; Investigates problems with vehicles and equipment as reported by field personnel and determines whether the problem is mechanical or human error; In collaboration with the Supervising Shop Mechanic, designs and fabricates equipment for office, laboratory and field use; Keeps daily reports on scheduled and unscheduled vehicle maintenance log; Properly disposes of waste chemicals and motor oil; Assists in training staff on proper operation, safety precautions, and care

of vehicles and other specialized equipment, brings safety related issues to the attention of the Supervising Shop Mechanic and recommends corrective actions; May be assigned to assist in maintenance and repair of building and grounds; Attends training sessions, reads agency manual and keeps informed of policies and procedures, and reads technical literature; Performs oxy-acetylene and electrical welding; Performs related work as necessary.

Minimum Qualifications

It is the applicant's responsibility to identify in their application materials how they meet the minimum qualifications. Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position.

Education and Experience:

- High School Diploma or equivalent; successful completion of the equivalent to one (1) year of vocational education or training courses in automotive technology or automotive mechanics is preferred.
- Five (5) years of full-time experience in general maintenance, servicing, and repair of vehicles and equipment.

Licenses or Certifications:

- Possession of a valid California drivers' license; must be insurable with the District insurance carrier; must maintain valid license and insurability throughout employment; must meet all District requirements for Operators of Commercial Vehicles including initial and random drug and/or alcohol testing;
- Possession of an Automotive Service Excellence (ASE) Master Automobile Technician certification (A Series 1-8); or, must be obtained within three (3) years of employment and must be maintained throughout employment in this class;
- Possession of a valid California Department of Public Health Certification in Mosquito Control categories A and B; or, must be obtained within one (1) year of employment and maintained throughout employment.

Position Status

The vacancy is for a regular full-time position, subject to a one (1) year probationary period.

Examination and Selection Process

Applicants selected for interviews will be based on an evaluation of qualifying training, education and experience included in the application materials. Meeting minimum qualifications does not guarantee selection for an interview. Those candidates selected for interviews will receive an invite for an in-person interview to further assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the interview and application.

Applicants selected for interviews must be available to interview between 7:00am and 3:30pm, Monday through Friday. Alternative interview times may not be offered.

Medical Testing

All persons selected for appointment must pass medical examinations administered by the District designated physician. Sacramento-Yolo Mosquito and Vector Control District is committed to maintaining a drug and alcohol free workplace.

Compensation and Benefits

The current starting salary for this position is \$5,810.00, paid monthly.

Group dental, vision, life, long term disability, and optional medical insurance are offered through the District Cafeteria Plan. The District has two different voluntary 457 Deferred Compensation plans. 22 Paid Days Off a year are recognized. 15 days sick leave per year is provided with unlimited accumulation. Upon retirement, unused sick leave may be converted to retirement service credit. 12 to 25 days of vacation a year are provided, based on years of District service. Workers compensation is provided and employees are protected under the Workers Compensation Laws of California.

The District participates in the California Public Employees' Retirement System (CalPERS).

- Employees who first become members of CalPERS (*New Members*) on or after January 1, 2013 participate in a defined benefit formula of 2% @ 62. The employee contribution is calculated based on PERS actuarial studies and is set at 8% of reportable compensation through FY 25/26.
- Employees new to the District who are/were members of CalPERS or any other qualifying California public retirement system (*Classic Members*) prior to January 1, 2013, may be eligible to participate in the 2.5% @ 55 benefit formula. Eligibility is based on criteria set forth by the Public Employees' Pension Reform Act of 2013 (PEPRA).
- The District participates in the Medicare portion of the Federal Insurance Contributions Act (FICA); however, PERS qualified employees do not participate in the Social Security portion of FICA.

Equal Employment Opportunity It is the policy of the District to provide equal employment opportunity to all applicants. All qualified applicants will be considered for employment without regard to race, color, national origin, religion, gender, sexual orientation or any other legally protected characteristic.

Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.

Sacramento-Yolo Mosquito & Vector Control District

Mechanic

Nature of Work:

Under the direction of the Shop Supervisor, performs basic to complex maintenance and repair of District vehicles, heavy equipment, grounds and facilities. Maintains, repairs, designs and fabricates a variety of tools and equipment used for mosquito control and surveillance activities.

Illustrative Tasks:

The following tasks are typical and may vary depending upon the assignment. These are not to be construed as exclusive or all inclusive. Other tasks within the scope of experience and capability may be required and assigned.

Services and repairs a variety of District owned vehicles, heavy and light equipment, such as, but not limited to, automobiles, trucks, all-terrain vehicles (ATV), boats, tractors, trailers, dump trucks and bicycles;

Inspects and diagnoses more complex problems with vehicles and specialized spray equipment as reported by field personnel; determines mechanical or human error and extent of needed repairs.

Responds to service calls from the field, makes temporary repairs, picks up and delivers parts and vehicles to/from District shop and facilities and outside garages when needed.

Collaborates with the Shop Supervisor in the complex maintenance, repair, design and fabrication of specialized equipment and tools for use in the performance of office, laboratory, fish hatchery and field activities; performs repairs and fabrication work using techniques and tools associated with plasma and torch cutting and oxy-acetylene and electrical welding.

Checks completed work and maintains appropriate daily records of repairs, service work completed, and parts used on vehicle maintenance log; may prepare other related reports for review by supervisor as needed.

Keeps tools, shop equipment, and facilities in an orderly and safe condition; properly handles and disposes of waste chemicals and motor oil.

Maintains proficiency in shop procedures, new and advanced methods of vehicle maintenance and repair; attends training sessions as necessary and required.

Assists in training staff on proper operation, safety precautions, and care of vehicles and other specialized equipment; brings safety related issues to the attention of the Shop Supervisor and recommends corrective actions.

Assists in maintenance and repair of District owned facilities including landscaping, minor building repairs and modifications.

May perform other related or higher level essential tasks as necessary to maintain operations in the absence of the Shop Supervisor.

Minimum Qualifications

Listed below are some typical ways a person can obtain the required education, experience, knowledge and abilities to perform the responsibilities and tasks of the position. Equivalent combinations of training and experience may be considered qualifying at the sole discretion of the District.

Education and Experience:

- High School Diploma or equivalent; successful completion of the equivalent to one (1) year of vocational education or training courses in automotive technology or automotive mechanics is preferred.
- Five (5) years of full-time experience in the general maintenance, servicing, and repair of vehicles and equipment.

Licenses or Certifications:

- Possession of a valid California drivers' license; must be insurable with the District insurance carrier; must maintain valid license and insurability throughout employment; must meet all District requirements for Operators of Commercial Vehicles including initial and random drug and/or alcohol testing;
- Possession of an Automotive Service Excellence (ASE) Master Automobile Technician certification (A Series 1-8); or, must be obtained within three (3) years of employment and must be maintained throughout employment in this class;
- Possession of a valid California Department of Public Health Certification in Mosquito Control categories A and B; or, must be obtained within one (1) year of employment and maintained throughout employment.

Knowledge and Abilities:

The following are examples of attributes and competencies which can be gained and demonstrated through experience, education and training, and are necessary to successfully perform the tasks and duties listed within the Illustrative Tasks section of this description.

Knowledge of:

- Domestic and foreign vehicles, materials, tools, and equipment including, but not limited to, maintenance and repair of engines, automatic and manual transmissions, suspension and steering, brakes, electrical/electronic systems, and heating and air conditioning;

- Chemical safety and handling; calibration and/or repair of small engines, blowers, pumping systems and chemical application equipment such as sprayers and Ultra Low Volume (ULV) foggers and other related items;
- Proper techniques in towing vehicles, boats, trailers, and other equipment;
- Proper use of standard mechanic's hand and power tools, automotive parts and supplies;
- Operation of basic office equipment; computer aided diagnostic programs; basic computer software applications and programs including word processing, databases, spreadsheets, e-mail and internet;
- Basic arithmetic including addition, subtraction, multiplication and division;
- Duties, responsibilities, and Best Management Practices of the Sacramento-Yolo Mosquito and Vector Control District.

Ability to:

- Service, repair and operate District vehicles, equipment, and surveillance devices;
- Operate specialized equipment such as, but not limited to, boats, all-terrain vehicles (ATV), forklifts, and other mechanized equipment;
- Safely operate District equipment after training and with appropriate supervision; train others on the safe and effective use of equipment by providing clear instruction and guidance;
- Effectively communicate both orally and in writing with the public, government agencies, and coworkers in a tactful and courteous manner;
- Establish and maintain effective working relationships with other employees and the public;
- Accept and follow through on oral and written instructions from persons working at a higher level;
- Read and understand District policies, personnel manual, and other standard operating guidelines.

Physical Demands and Working Conditions:

The position of Mechanic will require work which is varied in nature, including inside a modern vehicle maintenance shop with drive through maintenance bays for vehicles and equipment of all sizes and types, power tools, lifts, and cranes are present, with a full welding and fabrication area onsite, and occasional office or outdoor physical work. Outdoor physical work includes, but is not limited to, occasional field work/visits traversing uneven ground such as fields, dirt banks, stream banks, rice fields, and shallow ponds. Incumbent may be exposed to pesticides, chemicals, oils, lubricants, solvents, and assorted cleaning fluids, communicable diseases, and other health hazards; inclement weather conditions including extreme heat and cold, and/or verbal confrontations from members of the public. The incumbent may be required to work non-standard work schedule including evenings, weekends, and holidays. Incumbent will be expected to perform overtime or maintain a flexible work schedule during times when mosquitoes are most active.

The Mechanic will need to be able to perform the following essential duties and functions of the position regularly walking, standing, bending at the knees and waist, stooping, and squatting to perform diagnostics and repairs; Ability to occasionally lie in a prone position and climb ladders; regularly reaching and twisting to reach equipment surrounding work space; periodically pushing, pulling or lifting up to fifty (50) pounds; periodically assist in lifting objects in excess of 60 pounds; ability to read (with corrective vision if necessary); constant use of overall vision; regular computer use; occasional color and depth vision; regular repetitive motion associated with machinery operation and computer usage; regular writing and typing; regular operation of office equipment, computers and clerical supplies; regularly manipulate and operate small parts and hand and power tools; regular hearing and talking in person and on the phone; regular public and/or coworker contact; ability to use fine and gross motor coordination for driving both standard and automatic transmissions, ATV's, boats, forklifts, and other mechanized District equipment.

Periodically = Activity or condition exists less than 25% of the time

Occasionally = Activity or condition exists 25-50% of the time

Regularly = Activity or condition exists 50-75% of the time

Frequently = Activity or condition exists more than 75% of the time

Information Block	
FLSA Status:	Non-Exempt
Established:	
Revised:	2/16/2016
Retitled:	7/18/2017

The District reserves the right to modify, delete, or supplement the duties, qualification, and requirements stated at its sole and absolute discretion.