

**Novato Fire District**  
*Invites Applicants for the Position of*  
**Mechanic**







We invite and encourage qualified candidates to apply for a chance to be part of the Novato Fire family. The Mechanic is an advanced journey level position that will serve under the guidance of our Head Mechanic for a career in the fleet maintenance division. The District anticipates one available position in late 2022.

Novato Fire Protection District is a five-station agency with 64 sworn line personnel covering three shifts. Each shift has one Battalion Chief, five Captains and five engine companies including a cross staffed truck and Type 3 engines. Staffing includes two front line paramedic ambulances. This year, we completed

our new training facility, added a new ladder truck to our fleet. Novato averages over 6,500 calls for service a year as an all hazard fire agency.

#### **Qualified Candidates Possess:**

- **Attention to Detail:** Focusing on the details of work content, work steps, and final work product
- **Handling Stress:** Maintaining emotional stability and self-control under pressure, challenge, or adversity
- **Professional Integrity & Ethics:** Displaying honesty, adherence to principles and personal accountability
- **Teamwork:** Collaborating with others to achieve share goals
- **Reading Comprehension:** Understanding and using written information
- **Communication:** Proactively obtaining and sharing of information
- **Mechanical Insight:** Comprehending how mechanical, electrical, and structural systems operate and interact
- **Delivering Results:** Meeting organizational goals and customer expectations and making decision that produce high-quality results by applying technical knowledge
- **Safety Focus:** Showing vigilance and care in identifying and addressing health risks and safety hazards
- **Using Technology:** Working with electronic hardware and software applications; ability to use computers in a Windows format for data entry, word processing, Excel spreadsheet
- **Basic knowledge of English** in written and spoken form, and arithmetic
- **Maintain records and prepare reports** from such records
- **Valid California Class A or B Commercial California Driver License**
- **High school diploma or GED certificate**
- **ASE Master Truck Technician**
- **Technical trade school certifications**
- **Completion of Fire Mechanic I and II or Emergency Vehicle Technician Equivalent from California State Fire Training**
- **Successful completion of Emergency Vehicle Technician III within two years of hire date**
- **Two years of increasingly responsible heavy-duty truck, diesel and gas experience, preferably in the repair of fire equipment.**
- **Successful candidate will need to supply their own basic tools, as well as a locking, roll away toolbox.**

**ALL Novato Fire District facilities/properties are non-smoking. No tobacco use or vaping is allowed on any District facilities/properties.**

Be advised that this position is subject to a COVID-19 vaccination requirement. Effective April 14, 2022, the Marin County Public Health Officer issued a Health Order requiring all Fire and EMS personnel to verify their COVID-19 vaccination status, and be vaccinated with either the single dose Janssen/Johnson & Johnson vaccine; or with the first and second doses of the Pfizer/BioNTech, or Moderna vaccines.



### **Highly Desirable Items:**

- **Commercial class A or B Commercial California Driver license with air brake, and tank endorsement. (Required within 6 months of employment.)**
- **Must meet current State of California Department of Transportation (DOT) Brake Inspector qualifications**
- **Two years of increasingly responsible heavy-duty truck repair experience. Experience should include both diesel and gas motors, preferably in the repair of fire apparatus**
- **Candidates must be willing and capable of maintaining a clean organized work area, including general shop and facility maintenance.**
- **Knowledge of methods, materials, tools and techniques used in repair, maintenance, welding and fabrication of heavy and light equipment used in the fire service**
- **Air conditioning certificates**
- **Truck ASE certificates**

### **Essential functions of the position include, but are not limited to:**

- **Service all District vehicles, standby power supplies such as auxiliary generators, fire pumps and their components as well as other complex fire apparatus, on a regularly scheduled basis, including lubricate, service, diagnose, repair, assemble and maintain equipment and vehicles such as automobiles and fire equipment**
- **Perform major and minor repairs on all District apparatus and equipment such as pump repairs and hydraulic equipment repairs to ensure they will perform under emergency conditions**
- **Make improvements or modifications to new or existing fire apparatus in accordance with District needs and specifications**
- **Maintain communication with members of the District to ensure apparatus and equipment is properly cared for and maintained**
- **Weld, cut repair, lay out, and fabricate specialized equipment from informal plans; design special equipment to accommodate District needs; perform welding on vehicles**
- **Maintain complete and accurate computerized maintenance and repair records for all apparatus and equipment; stay up-to-date on changes to industry standards**
- **Conduct apparatus pump tests**
- **Attend training courses, reading and studying assigned materials related to emergency operations and fire apparatus maintenance. If not already a Certified Fire Mechanic, must enroll in Fire Mechanic Certification Program and achieve and maintain Level 3 Fire Mechanic Certification**
- **Serve on committees to develop specifications for fire apparatus and equipment. Work with vendors to ensure compliance**
- **Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for the purchase, repair and maintenance of fire apparatus and equipment; monitor and control expenditures**
- **Project a positive image to the public as a fire service professional. Develop and maintain public support for EMS, fire suppression and fire prevention activities**
- **Perform related duties as assigned**

## Compensation and Benefits:

- Salary: \$90,000 – \$121,541.90/annually (dependent on experience)
- After one year of continuous service, members are entitled to 102 hours of vacation
- Members accrue 8.5 hours of sick leave per month
- Members may enroll in District sponsored medical, dental, vision, and voluntary life insurance coverage
  - The District will pay 80% of the applicable Kaiser medical premium towards the medical plan of the members choosing for member and eligible dependents
  - The District pays 100% of dental and vision premiums for the member and eligible dependents
  - The District provides \$60,000 of life and AD&D coverage for each member
  - The District offers additional voluntary life insurance coverage for member, member's spouse, and member's children. The member is responsible for 100% of voluntary life insurance premium
  - AFLAC Coverage available
- District sponsored employee assistance program (EAP), and County Peer Support Program
- 457b deferred compensation retirement plan with District matching up to \$150/month (optional employee enrollment)
- Retirement Health Savings account with District matching based on age at date of hire
- New hires will join the Marin County Employees Retirement Association (MCERA) as a PEPRAs employee at 2% at 62
- 12 month probationary period
- This position may receive Overtime, Compensatory Time, Physical Fitness time, and participate in Wellness/Fitness Education programs
- This position is represented by the Non-Sworn Administrative Staff Association (NSAS)

*Novato Fire District is an Equal Opportunity Employer, and welcome and encourage qualified applicants of all ages, races, genders, and veteran status to apply*



## HOW TO APPLY

Interested applicants must submit the following items:

- Novato Fire District application
- A detailed résumé
- Copy of high school diploma, GED certificate, or transcript (college diploma or transcript also accepted)
- Mechanic supplemental questionnaire
- Trade School certification
- DD 214 Long Form (**Required for all former military personnel**)



*NOTE: Applicants who receive a conditional offer of employment are subject to a background check including, but not limited to, DMV driving record review, polygraph, Live Scan, psychological screening, medical evaluation, and drug test.*

If you are interested in this exciting opportunity, visit our website at <http://www.novatofire.org/about-us/employment> for more information, and to download an application packet. Completed applications with required documents will be accepted via email only.

**\*\*Incomplete or late applications will not be considered\*\***

## APPLICATION PERIOD:

**Applications with all required documents will be accepted through  
July 6, 2022 at 3:00pm.**

**Applications should be directed to the attention of:**

Gretchen Felciano

Human Resources Manager

Email: [gfelciano@novatofire.org](mailto:gfelciano@novatofire.org)

Please contact Gretchen Felciano with any questions at 415-878-2621