



DAISY MOUNTAIN FIRE DISTRICT  
**JOB ANNOUNCEMENT**

**MECHANIC I**

Salary Range: \$50,000 - \$60,000  
Hourly, Non-Exempt

OPENING DATE: DECEMBER 22,2022

CLOSING DATE: OPEN UNTIL FILLED (APPLICATION REVIEW – FEBRUARY 1, 2023)

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**AS THE EMPLOYER OF CHOICE, WE OFFER EXCELLENT BENEFITS AND AN OUTSTANDING WORKING ENVIRONMENT!**

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**ESSENTIAL FUNCTIONS**

To maintain and repair automotive and related equipment requiring a high degree of technical ability. Must be able to carry on the intermediate phases of work without assistance and is expected to exercise independent judgment in determining methods of repair. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service. Complies with the rules, policies, and procedures as set forth by the District. Performs other related duties as assigned. This position requires the employee to have personal tools and be subject to on-call status.

- Works with the Lead Mechanic and all customers in a positive cooperative manner.
- Perform routine and periodic servicing of all types of firefighting, automotive equipment, apparatus, and related equipment for the Daisy Mountain Fire District.
- Maintain supplies such as oil, transmission fluid, light bulbs, and other related supplies.
- Operate fueling, lubricating, tire changing and related service tools and equipment.
- Report mechanical and operating defects in vehicles and equipment to immediate supervisor for appropriate corrective action.
- Perform minor adjustments and repairs to vehicles and fire apparatus.
- Service vehicles and fire apparatus in the field.
- Maintain vehicle service and related records in accordance with established procedures.
- Inspect vehicles for excessive or abnormal wear on tires and parts, leaking lines and hoses, and obvious mechanical, structural or electrical defects.
- Able to understand the operation of service vehicles such as fire apparatus or District vehicles.
- Assist with the maintenance of inventory and issuance of service supplies and materials.
- Perform janitorial duties to provide a clean and safe work and supply room area.
- Comply with the rules, policies, and procedures as set forth by the District.
- Demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity. May be required to manage and/or participate in committees either by volunteering or by assignment by their supervisor.
- Maintains regular attendance and punctuality, according to department policies.
- Ability to follow and positively model support of DMFD's Mission, Vision and Values.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Mechanical - Automotive service work including oil, fuel, hydraulic, cooling and battery system servicing, lubrication, and tire repair and replacement.
- Tools, equipment, materials, and methods employed in the servicing of automotive equipment.
- Automotive equipment mechanics and operating characteristics.
- Organized and able to plan ahead through a project.

Ability to:

- Identify obvious mechanical and operating defects.
- Recognize hazards and report them to Supervisor.
- Perform all types of automotive equipment service work and to properly and safely use and care for service tools, equipment, and materials.
- Operate service vehicles and maintain service records.
- Maintain a small inventory of supplies and equipment.
- Add, subtract, multiply and divide whole numbers.
- Communicate effectively, both orally and in writing, in the English language with customers, clients, employees and the public in face-to-face, one-on-one settings, in group settings, or using a telephone.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Understand and follow oral and written instructions in the English language.
- Comprehend and make inferences from written materials in the English language.
- Establish and maintain effective working relationships by working cooperatively with others.
- Maintain work area in a clean, well-kept and safe working manner.
- Maintain a positive and professional work environment.
- Work safely and courteously to promote a strong team atmosphere.
- Perform heavy physical labor
- Walk or stand for extended periods of time.
- Bend, stoop, reach, carry, crawl, climb, push, pull, and lift as necessary to perform assigned duties.
- Lift and carry 50 pounds of static weight.

## **ADDITIONAL REQUIREMENTS**

- Possess a basic set of hand tools, at employee's expense, to use on the first day of work.
- Must attend industry training and or obtain at least one EVT / ASE certification annually.
- Some positions require the use of personal or District vehicles on District business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. In addition, individuals may be required to pass an Arizona Department of Transportation physical exam. The use of a personal vehicle for District business will be prohibited if the employee does not have personal insurance coverage.
- On Call rotation weekends and holidays

## **MINIMUM EXPERIENCE AND TRAINING**

- Repair equipment or systems using the needed tools.
- Troubleshooting – Determine the causes of operating errors and decide what to do about it.

- Operation Monitoring – Watch gauges, dials, or other indicators to make sure equipment is working properly.
- Equipment Maintenance – Perform routine maintenance on equipment and determine when and what kind of maintenance is required.
- High School diploma or GED equivalency.
- A Commercial Driver’s License (CDL) with a tender or tanker endorsement is required for this position. If the employee does not have the proper license it must be obtained within 90 days of hire.
- A minimum of two (2) years’ experience in automotive maintenance.

**PREFERRED**

- Graduate of a recognized Automotive Service Training Center

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**APPLICATIONS ACCEPTED BEGINNING 12/22/2022  
APPLICATION REVIEW TO BEGIN 02/01/2023**

Applications with copies of all certifications will be accepted the following ways:

- By email at HR@dmfd.org
- In person at Daisy Mountain Fire Administration building located at 41018 N. Daisy Mountain Drive, Anthem, AZ 85086
- By mail at 41018 N. Daisy Mountain Drive, Anthem, AZ 85086 Attn: H.R. Department

*Daisy Mountain Fire District is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce.*



# DAISY MOUNTAIN FIRE DISTRICT EMPLOYMENT APPLICATION

## APPLICATION INSTRUCTIONS:

Read the job description and answer all questions completely, including any supplemental questionnaire forms. Type or print all answers. Sign this application and all other forms. Resumes may not be substituted in lieu of the requested information. Any omission, misstatement, or falsification may be cause for rejection of this application, removal of your name from an eligibility list, or dismissal from DMFM.. DMFM is not responsible for applications that are not received by the deadline, are incomplete, or illegible.

## GENERAL INFORMATION

Position Applying For: \_\_\_\_\_

Name (Last, First, MI): \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Alt. Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Do you have a legal right to work in the U.S.?**       Yes    No

All new hires will be required to submit verification of the legal right to work in the United States within three (3) business days beginning with their first day of work. In accordance with the Immigration Reform and Control Act of 1986, we are legally prohibited from employing anyone who cannot provide such verification.

## DRIVER'S LICENSE INFORMATION

| Do you have a valid Driver's License?                    | Driver's License Number: | State: | CDL?   | Classification |
|--|--------------------------|--------|--|----------------|
| <input type="checkbox"/> Yes <input type="checkbox"/> No |                          |        | <input type="checkbox"/> Yes <input type="checkbox"/> No |                |

*List any CDL endorsements:* \_\_\_\_\_

Do you have a High School Diploma or a G.E.D.?  Yes  No

**EDUCATION INFORMATION**

| Name of High School / College University | Major: | Type of Degree: | Degree Completed:  | Credit Hours: |
|--|--------|-----------------|--|---------------|
|  |        |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |
|  |        |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |
|  |        |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |
|  |        |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |
|  |        |                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |               |

Professional Registrations, Licenses, and/or Certifications that relate to this position: (use additional pages if necessary)

| Type of Professional Registration, License, and/or Certification: | License Number (if applicable): | Date Received: | Expiration Date: (if applicable) |
|---|---------------------------------|----------------|----------------------------------|
|   |                                 |                |                                  |
|   |                                 |                |                                  |
|   |                                 |                |                                  |

Specialized Certifications and additional information required for specific field positions:

|             | Cert Number | Type  |          | Expiration Date |
|-------------|-------------|-------|----------|-----------------|
| EMT CERT:   |             | State | National |                 |
| MEDIC CERT: |             | State | National |                 |

List any specialized Training, Certification and Skills:

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Are you a Veteran or qualified spouse of a Veteran?  Yes  No (Please attach DD214) Branch of Service: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_

Begin with your present or most recent employer. List all jobs, paid or volunteer, over the last ten years. Include any experience prior to ten years ago that relates to the position. Your qualifications will be evaluated on the information provided on this application form and, if applicable, any supplemental questionnaire forms.

**PLEASE NOTE: RESUMES MAY NOT BE SUBSTITUTED FOR THE REQUESTED INFORMATION!**

|   |  |                                 |            |
|---|--|---------------------------------|------------|
| <b>Position Title:</b>  | <b>Employment Dates: (Mo/Yr) From:</b> |                                 | <b>To:</b> |
| Employer:   | Phone #:                               |                                 |            |
| Address:  | City:                                  | State:                          |            |
| Direct Supervisor:  |  |                                 |            |
| Annual Salary:  | Hours Per Week:                        | Number of Employees Supervised: |            |
| Primary Job Duties:   |  |                                 |            |
| <b>May we contact your present or most current employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                                 |            |
| Reason for leaving:   |  |                                 |            |

|   |  |                                 |            |
|---|--|---------------------------------|------------|
| <b>Position Title:</b>  | <b>Employment Dates: (Mo/Yr) From:</b> |                                 | <b>To:</b> |
| Employer:   | Phone #:                               |                                 |            |
| Address:  | City:                                  | State:                          |            |
| Direct Supervisor:  |  |                                 |            |
| Annual Salary:  | Hours Per Week:                        | Number of Employees Supervised: |            |
| Primary Job Duties:   |  |                                 |            |
| <b>May we contact your present or most current employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                                 |            |
| Reason for leaving:   |  |                                 |            |

|   |  |                                 |            |
|---|--|---------------------------------|------------|
| <b>Position Title:</b>  | <b>Employment Dates: (Mo/Yr) From:</b> |                                 | <b>To:</b> |
| Employer:   | Phone #:                               |                                 |            |
| Address:  | City:                                  | State:                          |            |
| Direct Supervisor:  |  |                                 |            |
| Annual Salary:  | Hours Per Week:                        | Number of Employees Supervised: |            |
| Primary Job Duties:   |  |                                 |            |
| <b>May we contact your present or most current employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                                 |            |
| Reason for leaving:   |  |                                 |            |

|   |  |                                 |            |
|---|--|---------------------------------|------------|
| <b>Position Title:</b>  | <b>Employment Dates: (Mo/Yr) From:</b> |                                 | <b>To:</b> |
| Employer:   | Phone #:                               |                                 |            |
| Address:  | City:                                  | State:                          |            |
| Direct Supervisor:  |  |                                 |            |
| Annual Salary:  | Hours Per Week:                        | Number of Employees Supervised: |            |
| Primary Job Duties:   |  |                                 |            |
| <b>May we contact your present or most current employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                                 |            |
| Reason for leaving:   |  |                                 |            |

**Have you ever been terminated, discharged, or resigned in lieu of termination, due to misconduct or unsatisfactory service?**

Yes    No    If yes, please name the employer, explain the circumstances, and date (mo/yr).

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**Have you ever been convicted of a misdemeanor or felony; placed on probation; fined or given a suspended sentence at the federal, state, local, and/or military level?**

- Applicants are required to report all misdemeanor/felony arrests and/or convictions; and **MUST** report even if the conviction was vacated, set aside, or expunged.
- Note that a conviction does not necessarily bar someone from employment. Each case is considered individually and based on job requirements, employer policies and Fire Chief, or designee, discretion.

Yes     No If yes, please explain the nature of the conviction and the date of the conviction (mo/yr):

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**PLEASE READ THE FOLLOWING STATEMENTS AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.**

- By signing this application, I certify that all statements made on this form are true and complete to the best of my knowledge. I understand that any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from Fire District employment.
- I understand that all documents requested and/or submitted, such as but not limited to, a cover letter, resume, certifications, and reference letters, are a part of the total application packet. Failure to submit all required documents shall cause my application to be eliminated from consideration.
- I also authorize the Daisy Mountain Fire District to make all necessary and appropriate investigations allowable by law to verify the information concerning my employment.
- I understand that any offer of employment will be conditional upon the results of a criminal background investigation and a Driver's License check.
- I understand that any offer of employment will be conditional upon the successful completion of a physical examination(s) and a drug(s) screening test.
- I understand that my employment is at will, that the terms and benefits provided to me do not constitute any contractual relationship between myself and the District, is for no definite period of time and is terminable by myself or the District with or without notice or cause. No oral statements or representations made either before or during employment can change or modify this non-contractual and at-will relationship.
- If employed, I authorize the District to deduct from my earnings, amounts sufficient for my payments to cover any financial liability which I may incur during my employment. This may include, but not limited to, damage to or loss of District property, group insurance premiums, uniform costs, lost tools, equipment, supplies as well as tuition reimbursement.
- I understand that in consideration for my employment, I agree to comply with all federal, state and local laws, as well as District policies, procedures, rules/regulations and guidelines, which may be changed from time to time.
- If employed, I authorize the District to deduct from my earnings, amounts sufficient for my payments to cover any financial liability which I may incur during my employment. This may include, but not limited to, damage to loss of District property, group insurance premiums, uniform costs, lost tools/equipment/supplies, and tuition reimbursement.
- I understand that this application will remain active only for the job opening for which I have applied and will become inactive upon completion of the associated hiring process.
- I understand that it is my responsibility to keep the Fire District advised of any changes of address and/or phone number. I have read the above, understand its content and meaning, and agree to all of its provisions.

Applicant's Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

It is the policy of Daisy Mountain Fire District to grant equal employment opportunity to all persons in all terms, conditions, and privileges of employment without regard to race, creed, color, sex, religion, national origin, age, marital status, physical/mental disability or veteran status.

**DAISY MOUNTAIN FIRE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**



## **Employment Applicant Information Release Waiver**

I voluntarily and knowingly authorize, for employment purposes only, any present or past employer or supervisor, university or institution of learning, administrator, law enforcement agency, state agency, federal agency, credit bureau, private business, military branch or the National Personnel Records Center, the Bureau of Criminal Apprehension, personal reference, and/or other persons or organizations, to give record of information they may have concerning my criminal history, motor vehicle history, earnings history and employment records, general reputation, character, and any other information requested to Daisy Mountain Fire District and/or its agents or representatives. I understand that, if hired, my consent will apply throughout my employment with the Daisy Mountain Fire District.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_