

CITY OF GILROY IS HIRING

EQUIPMENT MECHANIC

Fleet Division – Administrative Services Department

\$6,491.67 - \$7,890.67 Monthly PLUS EXCELLENT BENEFITS!

Additional retention steps are available once an employee reaches the top of the salary range. Per the MOU, the additional steps are based on performance, one year in prior step, and good work performance.

Opportunity to work a 9/80 work schedule with every other Friday off.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, and inclusion. Join our team!

ABOUT THE POSITION

The City of Gilroy is currently recruiting for a full-time Equipment Mechanic position for the Fleet Division in the Administrative Services Department. In this exciting opportunity, the Equipment Mechanic will maintain and service the essential vehicles and equipment that keeps the city running smoothly. As an Equipment Mechanic, you will perform both routine and complex repairs, diagnoses, and preventive maintenance services on a wide variety of automotive, construction, and specialized municipal vehicles and equipment, both gasoline and diesel fueled. Additionally, you will be instrumental in ensuring that our fleet remains operational and safe for use by our dedicated City of Gilroy team.

ABOUT THE DEPARTMENT

If you would like to join a hard-working team in a fast-paced environment, where your work will directly support the functioning of our essential city services, then this position will be a good fit for you. Our team is driven by a shared mission to provide high quality repair and maintenance services to all city-owned vehicles, heavy trucks and equipment, as well as excellent customer service to all our internal customers. We're committed professionals who value collaboration, innovation, and excellence. We pride ourselves on a supportive work environment where your skills and contributions are recognized and celebrated.

THE IDEAL CANDIDATE WILL

- Have journey-level public sector fleet mechanic industry experience.
- Confidently provide accurate diagnosis for engines, electrical, fuel, and computer-controlled systems using various digital meters, scopes, and related equipment.
- Have experience using hand tools and shop related equipment, such as pressure washers, drill press, welder, tire machines, vehicle hoists, jacks, brake lathes, and other shop equipment and tools.
- Have a high standard of safety when operating various shop related equipment.
- Possess a Class A Driver's License.
- Have excellent customer service skills and enthusiastically assist internal customers.



APPLICATION CLOSING DATE:

Tuesday, September 3, 2024

ORAL BOARD INTERVIEWS:

Wednesday, September 25, 2024

FINAL INTERVIEWS:

TBD

Note: The examination process/schedule above may be changed as needed by the City.

APPLICATION PROCESS:

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- A completed City of Gilroy online application including supplemental responses.
- Two ASE or comparable certifications
- A cover letter explaining your interest in this position is preferred.
- Detailed resume focusing on relevant work experience and education is preferred.

Click Here for Job Description
[Equipment Mechanic](#)

Apply at
www.CityOfGilroy.org/jobs



- Have experience servicing and diagnosing diesel, air brakes, and other commercial vehicles.
- Have experience working with Microsoft Office Suite, and automotive software systems.
- Be experienced with services and repairs required by mileage or time, out of service criteria and procedures, and parts acquisition process.
- Have experience with heavy-duty engines and drive trains, including power train management.
- Have experience with welding and fabrication.
- Be a team player with a positive attitude, able to get along with others, eager to learn, and passionate about the field of vehicle maintenance.
- Have good energy and efficiency while performing work in a safe manner.



EXAMPLES OF FIRST YEAR PROJECTS/ASSIGNMENTS:

- Learn about the City's fleet and perform preventative maintenance and repairs on city vehicles and equipment as assigned.
- Obtain and maintain a Class A Driver's License.
- Become familiar with local and non-local vendors, parts suppliers, and dealerships.
- Become proficient with Main saver, the City's fleet maintenance tracking software.

QUALIFICATIONS

- Any combination of education, training, and experience equivalent to completion of High School and a specialized course in Automotive or Equipment Mechanics and five (5) years of work experience as a Mechanic or Apprentice. Experience must be current in that the individual must have been employed as a mechanic/apprentice within the last eighteen (18) months.
- Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s) at the time of hire. Possess and maintain a valid California Class A Driver License with all applicable endorsements, within six (6) months after hire. Must participate in the Department of Transportation Drug and Alcohol testing program, which includes submission to random drug and alcohol testing.
- Possess and maintain a personal collection of appropriate tools and mobile cabinet sufficient to perform the required tasks, including some specialized tools as per department standards.
- Continued education to stay abreast of changes in the automotive equipment industry.
- ASE (Automotive Service of Excellence) certified in at least two (2) categories; other comparable certifications may be accepted in lieu of ASE certifications (comparability shall be determined by the City of Gilroy).
- Pass a post-offer medical examination, which includes a drug test.
- Work varied shifts and/or days as assigned. May be subject to callback for maintenance of equipment or vehicles in the field or at the Corporation Yard.
- Work both within the Equipment Maintenance facility and in the field, as directed.
- Pass a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- Supplemental question responses
- Copies of ASE or comparable certifications as described in job requirements section
- Cover letter that explains your specific interest in this position with the City of Gilroy is preferred
- Detailed resume focusing on relevant work experience and education is preferred

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online:

Go to www.CityOfGilroy.org/jobs. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. ***This application will be saved and used to apply for future job openings.***

Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass a background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away at 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY, EQUITY, INCLUSION & BELONGING.

Apply at www.CityOfGilroy.org/jobs



MOU REPRESENTATION:

AFSCME Local 101 General Unit

BENEFITS OFFERED:

May vary based on position and MOU. See more at information at: www.cityofgilroy.org/164/Benefit-Summaries

- Medical, dental, and vision
- Vacation leave, sick leave, and other paid time off
- CalPERS retirement pension plan
- Flexible spending accounts
- Pre-tax deferred compensation plans
- City-paid life and long-term disability insurance, and employee assistance program
- Commuter benefit program

IMPORTANT INFORMATION:

Prior to appointment and given at the City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and as applicable: medical evaluation and drug screen.

If special accommodations are necessary at any stage of the selection process, please contact Human Resources.

PAYROLL:

All City employees are paid monthly, on the first business day of each month via direct deposit.

Human Resources can be reached at:

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