

# COUNTY OF SANTA CRUZ

INVITES YOU TO APPLY FOR:



## Heavy Equipment Mechanic II

Supplemental Questionnaire Required

Open and Promotional

Job #23-MN7-01

Salary: \$6,082 – 7,675 / Month

Closing Date: January 27, 2023

**THE JOB:** Under direction, perform repair and modification work on diesel and gas powered construction equipment, heavy and light trucks, and automobiles; and perform other duties as required. **The list established from this recruitment may be used to fill current and future vacancies during the life of the eligible list.**

**THE REQUIREMENTS:** Any combination of education and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities would be:

Two years of experience performing duties comparable to those of a Heavy Equipment Mechanic I in the County of Santa Cruz.

### **SPECIAL REQUIREMENTS/CONDITIONS:**

**License Requirements:** Possession of a valid California class C driver license; and, within six months from hire, possession of a valid class A driver license with Tank Endorsement. Some positions may require Hazardous Materials endorsement.

**Special Working Conditions:** Exposure to: variable temperatures and weather conditions; confined work spaces; heights, such as on ladders and equipment; high levels of noise; infections which might cause chronic disease or death; electrical hazards; dust and silica dust; allergens, such as poison oak and stinging insects; unpleasant odors; and, the possibility of experiencing burns, bodily injury, exposure to non ionizing radiation; and contact with toxic substances or chemical irritants.

**Other Special Requirements:** Alcohol and drug tests will be administered to all candidates prior to final selection for positions requiring class A or B driver licenses upon entry and to employees in positions requiring these licenses, as mandated by Department of Transportation federal regulations. In addition, all candidates must provide specific employment history for up to the past ten years for all jobs they have held which required operation of a commercial motor vehicle.

**Mechanic Tool Allowance:** Employees in this classification shall be eligible to receive a tool reimbursement of up to a maximum of \$1,000 per contract year, which shall be paid following presentation of receipts documenting the purchase: Incumbents must provide the required tools upon employment.

**Knowledge:** Working knowledge of: the theory and operation of internal combustion engines and drive train components; all components of a motorized vehicle; the methods, tools and equipment used to perform preventative maintenance and servicing of automobiles or heavy equipment; safety practices to be observed when maintaining and repairing mechanical equipment. The methods, tools and equipment used in the repair and overhauling of construction equipment, light and heavy trucks and automobiles. Preventative maintenance inspection techniques. Some knowledge of the methods used in the repair and overhauling of engines and other drive train components on motorized equipment.

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Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060

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EQUAL OPPORTUNITY EMPLOYER

**Thorough knowledge of :** The methods, tools and equipment used to perform preventative maintenance and servicing of construction equipment, light and heavy trucks and automobiles.

**Ability to:** Perform routine preventative maintenance and simple repairs on motorized equipment, including gas and diesel powered engines; use hand and power tools; read and understand technical service manuals; understand and follow oral and written directions; keep simple records; work cooperatively with others; recognize and report defects or malfunctions, upon inspection; requires lifting items up to 75 pounds; perform tasks requiring strength, such as two people positioning 100 pound equipment blades, carrying equipment parts, climbing onto equipment, and mounting tires onto trucks and construction equipment; drive vehicles, such as automobiles, pick-up trucks, dump trucks, tractors, graders, compactors, bulldozers, loaders, scrapers, tank vehicles and other light and heavy construction equipment; hear and distinguish various sounds, such as voices of co-workers in noisy environments and sounds of operating equipment; distinguish colors, such as color-coded wire and the color of fluids; distinguish temperatures of equipment, to avoid burns; use impact tools, such as tire guns and sledgehammers, which cause body vibration; perform tasks that require manual dexterity such as welding, assembling small parts, and pouring liquids into receptacles; and wear welding gloves.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require Fingerprinting and/or Background Investigation.

#### **EMPLOYEE BENEFITS:**

**ANNUAL LEAVE** - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

**HOLIDAYS** - 14 paid holidays per year.

**BEREAVEMENT LEAVE** - 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** - County pays for employee and eligible dependent coverage.

**VISION PLAN** - County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT** - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** - County paid \$20,000 term policy. Employee may purchase additional life insurance.

**DISABILITY INSURANCE** - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

**DEPENDENT-CARE PLAN** - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

**H-CARE PLAN** - Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** - Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** - A deferred compensation plan is available to employees.

## Heavy Equipment Mechanic II - SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Do you possess a valid commercial driver license? If “yes” you must complete 1B below.  
 NO                       YES

1B. Please list which class of license you have and any endorsements.

2. Describe your experience in the maintenance and servicing of automotive, road construction, or other heavy equipment. Include in your answer the types of vehicles and/or equipment worked on, the types of maintenance and repairs performed, and the employer for which you performed these tasks.

3. Describe your experience performing engine repair work. Include in your answer the types of engines worked on, the types of repairs made, and the employer for which you performed these tasks.

4. List any formal training you have received in vehicle or equipment engine repair. For each class, list the class title, name of school, and dates attended.

5. In the last ten (10) years, have you had any job that required you to operate a commercial vehicle?  
 NO                       YES

If “Yes” you must complete the work history described in Question 5B (below).

5B. Department of Transportation federal regulations require that the County of Santa Cruz obtain specific employment history from you for any and all jobs you have had in the last ten (10) years that require you to operate a commercial motor vehicle, you must provide all of the information listed below.

- Name and address of former employers
- Dates of employment (from and to)
- Number of hours worked per week
- Type of vehicle driven/ equipment used
- Reason for leaving

**Note: The provisions of this bulletin do not constitute an expressed or implied contract.**

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