



Central Arizona Fire and Medical Authority  
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[www.cazfire.org](http://www.cazfire.org)

## ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

### FIRE MECHANIC III

The Central Arizona Fire and Medical Authority (CAFMA) is now accepting applications for the position of Fire Mechanic III. The position is in Pay Range 5, with a starting wage of \$31.81 per hour. CAFMA will consider filling at a lower level position if there are no qualified Fire Mechanic III candidates.

**DISTINGUISHING FEATURES OF WORK:** Under the direction of the Fleet Services Manager, the Fire Mechanic III is responsible for performing skilled work in maintaining all apparatus, vehicles and mechanical equipment of the fire department as assigned by the Fleet Services Manager. The Fire Mechanic III will also act as the Fleet Services Manager when the manager is unavailable. A position description is attached hereto. Candidates must be able to perform all aspects of the position as detailed in the position description. Candidates must provide their own set of mechanic's hand and air tools.

This is a full-time, 40 hour-per-week non-exempt position; the work schedule will consist of four (4) 10-hour days, Monday through Thursday. The successful applicant must meet district residency requirements within 6 months of appointment, as they will participate in a divisional on-call rotation. This is a non-tobacco use position. This position participates in the Arizona State Retirement System, which requires a mandatory contribution. A subsidy to assist with this contribution is included in the listed wage.

To be considered for this position, a completed application must be submitted to CAFMA by the deadline. Only complete applications will be evaluated. Only the highest-ranking applicants will be chosen to continue with the selection process, based on their education, actual experience, and background as indicated on their applications.

Applicants chosen to proceed in the selection process can expect a practical skills assessment and an oral review panel. Applicants selected to participate in the testing process will be notified by telephone or email of the specific dates, times and locations of testing activities. It is anticipated that the practical skills assessment test will be conducted during the week of July 6, 2021.

CAFMA will conduct an extensive employment background check on the candidate receiving a job offer. The final candidate must complete a fingerprint background check to assess criminal history at both the state and federal level. A motor vehicle record check will also be performed. Additionally, the final candidate will be required to submit to a pre-employment drug test, and may be required to pass a physical and psychological examination determining fitness for duty. Candidates must be insurable by the District's insurance carrier, and possess or be able to obtain a valid Arizona driver's license at time of appointment.

Applications are available at CAFMA Headquarters, 8603 E. Eastridge Dr., Prescott Valley, between 7:00 a.m. and 5:00 p.m. Monday through Thursday, or on the District's website at [www.cazfire.org](http://www.cazfire.org). Applications must be **received** by Thursday, June 24, 2021 at 5:00 p.m. to be considered.

Applications will only be accepted in person or via regular mail. **Faxed or emailed applications will not be accepted.** For questions, please contact Human Resources at (928) 772-7711.

PLEASE NOTE: CAFMA will provide reasonable accommodations for an otherwise qualified applicant with a disability to participate in any phase of the selection process. Please notify CAFMA if accommodation is requested.

**CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY IS AN EQUAL OPPORTUNITY EMPLOYER**



# CENTRAL ARIZONA FIRE AND MEDICAL AUTHORITY

The Central Arizona Fire and Medical Authority (CAFMA), the first Fire Authority in the State of Arizona, was formed through an Intergovernmental Agency Agreement between the Central Yavapai and Chino Valley Fire Districts on October 15, 2015. Full integration as one agency, CAFMA, occurred on July 1, 2016. Our organization is guided by our Mission, Vision and Values, as detailed below.

## **Mission:**

Protecting life and property through prevention and response

## **Vision:**

To be a progressive Fire Service leader in Arizona through leadership, cooperation and innovation

## **Values:**

We strive to serve our internal and external customers with **PRIDE**

**Professional** - To adhere to the highest standards of our profession and adopt best practices

**Respect** - We believe in the basic dignity of every individual and all members of the community and organization

**Integrity** - We are honest and accountable

**Dedication** - Committed to quality, reliable and respectful service delivery

**Excellence** - Demonstrate high level of knowledge and skill in all aspects of our profession

CAFMA staffs ten full-time and two reserve stations covering approximately 365 square miles of Yavapai County. We are nestled between the Bradshaw and Mingus Mountain ranges with elevations that range from 4300 ft. near the head of the Verde River to 6500 ft. in Highland Pines. Our coverage area encompasses approximately 100,000 residents between the communities of Chino Valley, Prescott Valley, Dewey-Humboldt and unincorporated Yavapai County.

Our organization is divided into four sections:

<b>FIRE PREVENTION</b>	<b>ADMINISTRATION</b>	<b>PLANNING &amp; LOGISTICS</b>	<b>OPERATIONS</b>
Public Education	Human Resources	Fleet Maintenance	Structure Fire Suppression
Business Inspections	Finance	Technical Services (Network, Radio Communications, GIS)	Emergency Medical Services
Plan Review	General Administration	Facilities Maintenance	Training
Code Enforcement		Warehouse (purchasing)	Public Service
Fire Investigation			Wildland Fire Suppression
			Special Operations

Each section is supervised by an Assistant Chief, who is managed by the Fire Chief. The Fire Chief is supervised by an elected five-person Fire Board.

### **Work Schedule**

Personnel in Operations work a 3-4 schedule (three 24-hour shifts with a day off in between each, and then four days off in a row.) The Operations Division runs three different shifts to provide around-the-clock coverage. Remaining divisions have a schedule based on a 40-hour work week. That schedule typically consists of four 10-hour days, occurring Monday through Thursday. Non-operations divisions are closed on Fridays.

### **Compensation**

Compensation for all positions is based on a regular market analysis, and you will find that the wage is typically higher than the market average.

Annual performance increases are given in conjunction with performance evaluations, and new employees are placed on probation for the first year of employment.

### **Benefits**

- Retirement: Public Safety Personnel Retirement System (PSPRS) for operations staff; Arizona State Retirement System (ASRS) for civilian employees.
- Employees receive health, dental, vision, disability and life insurance. Subsidized dependent coverage is available for purchase by the employee.
- 10 paid holidays
- Paid vacation and sick leave, with accruals based on years of service.
- Sick leave buy-back program
- Bereavement/emergency leave
- Employee assistance programs
- Deferred compensation program
- Educational assistance program
- Uniform allowance



## **PJ3001 Job Description: Fire Mechanic III**

Created/Revised: 4-21-15

Reviewed: 4-21-15

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**Division:** Planning and Logistics  
**Reports To:** Fleet Services Manager  
**FLSA Status:** Nonexempt  
**Salary Level:** Fleet-Range 5  
**Classification:** Uniform or Civilian

SUMMARY The Fire Mechanic III is responsible for performing skilled and technical work in maintaining all vehicles (light and heavy duty) and mechanical equipment of the fire districts as assigned by the Fleet Services Manager. This position requires technical training in multiple aspects of the fleet and equipment of the District. This position requires scheduled evening and weekend on-call duty.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Repair, rebuild, maintain, and overhaul engines, and mechanical, electrical and hydraulic assemblies on all District apparatus including all fire apparatus.
- Maintain, test and repair tools, equipment, and appliances carried on fire apparatus.
- Evaluate scope of work to be performed and determine whether to repair, rebuild, or replace various parts or assemblies.
- Assist with the training of District and department members in the care and maintenance of apparatus and equipment.
- Manage an equipment program as well as perform necessary testing and repairs to the equipment such as SCBA, Ladders, Extrication or Terminal Imaging Cameras (TIC).
- Perform annual pump tests on fire apparatus.
- Assist with Fleet Maintenance record-keeping.
- Drive and operate all Fire District and department apparatus.
- Interact with the public in a positive manner that exemplifies the Fire District's mission.
- Maintain a "Meets Standards" on member's evaluations in the "Core Values" areas of customer service, attitude, teamwork, job competency, and interpersonal skills.
- Attend all mandatory training and scheduled meetings for the assigned position.
- Ability to appropriately prepare, manage, store and locate the written records of the District, especially those generated or received by the member, including, but not limited to, all books, papers, maps, photographs, e-mails, notes and all other written documents within the member's job function; to ensure that all such records are kept in compliance with the records management requirements and public records obligations of the State of Arizona and the District and to be able to quickly locate and retrieve the same as part of a public records request.
- Required to qualify for and maintain "Meets Standards" on member's evaluations.
- This position will also be required to make fleet decisions and direct fleet personnel as well as assign them appropriate workloads when the Fleet Services Manager is unavailable.

SUPERVISORY RESPONSIBILITIES This position is required to act as Fleet Services Manager when he is unavailable, thus supervising the fleet personnel and assigning appropriate workloads.



## **PJ3001 Job Description: Fire Mechanic III**

Created/Revised: 4-21-15

Reviewed: 4-21-15

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**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understands modern procedures and methods of automotive repair and maintenance including diesel engines.
- Experienced welder (MIG, TIG, GAS).
- Experienced metal fabrication.
- Able to operate fire pumps and all related accessories (foam systems, pressure governors, relief valves).
- Knows how to independently perform a pump test.
- Has ability to successfully run a support program (SCBA, LADDERS, TICS, EXTRICATION).
- Knows how to operate all shop diagnostics equipment.
- Evaluate the scope of work needed to repair mechanical and hydraulic equipment.
- Use electronic diagnostic equipment to determine electrical or mechanical malfunctions.
- Be skilled in the safe use of tools and equipment common to the vehicle mechanic trade.
- Use shop equipment including, but not limited to, hand, bench and machine tools, hydraulic lifts and equipment, wheel and tire repair apparatus.
- Supply own hand tools.

### **EDUCATION AND/OR EXPERIENCE**

- High school diploma or general education degree (GED) required.
- Graduate of a vehicle maintenance technical school or college preferred.
- Successfully managing a District support program: SCBA, TIC, EXTRICATION, LADDERS.
- Emergency Vehicle Technician (EVT) I, II, and III Certifications
- Automotive Service Excellence (ASE) Certifications included in above
- Completion of Mechanic III check off booklet

**LANGUAGE SKILLS** Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Write routine reports and correspondence. Speak effectively before groups of customers or members of the organization.

**MATHEMATICAL SKILLS** Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Apply concepts of basic algebra and geometry.

**REASONING ABILITY** Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid State of Arizona Driver's License and maintain a driving record that supports insurability with District's insurer.



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- Emergency Vehicle Technician (EVT) I, II, and III Certificates
- Microsoft Office certificate of completion

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by a member to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly required to stand and walk; use hands to finger, handle, or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl; talk, hear, taste, and smell. The member is occasionally required to sit. The member must regularly lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those a member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the member is regularly exposed to moving mechanical parts. The member is frequently exposed to high, precarious places, outside weather conditions, and vibration. The member is occasionally exposed to wet and/or humid conditions, fumes and airborne particles, toxic and caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. The member is required to work in confined or tight spaces. The member is exposed to hazardous conditions including, but not limited to, hostile fires, hazardous materials, and bloodborne pathogens.

**DISCLAIMER** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the member and is subject to change by the employer as the needs of the employer and the job requirements change.