



Central Arizona Fire and Medical Authority
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ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

FLEET MAINTENANCE DIVISION MASTER TECHNICIAN *OR* AUTOMOTIVE/EQUIPMENT TECHNICIAN II

The Central Arizona Fire and Medical Authority (CAFMA) is now accepting applications for a position within their Fleet Maintenance Division. CAFMA places a strong emphasis on our work culture, and is seeking a candidate who will be a good fit with our organizational values and mission. We will fill that position with either a Master Technician or an Automotive/Equipment Technician II, based on candidate fit with our organization.

The Master Technician position boasts a wage range of \$31.81 to \$46.44 per hour. The wage range for an Automotive/Equipment Technician II is \$27.47 to \$40.11 per hour. Position descriptions for each are attached.

DISTINGUISHING FEATURES OF WORK: Under the direction of the Fleet Manager, the Master Technician is responsible for performing skilled and technical work in maintaining all vehicles (light and heavy duty) and mechanical equipment of the fire department as assigned by the Fleet Manager. The Master Technician performs work at a higher level of complexity than the other positions within the Fleet Maintenance Division, provides supervision of staff and functions as the manager in the absence of the Fleet Manager. The Automotive/Equipment Technician II performs specialized, journey-level mechanical maintenance and repair work on all vehicles and mechanical equipment of the Agency. There are no supervisory duties for the Automotive/Equipment Technician II position.

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. Overtime is occasionally approved. The successful applicant must meet district residency requirements within 6 months of appointment, as they will participate in a divisional on-call rotation. The position offers a take-home vehicle. 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 above-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 interview 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 September 20, 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. Applications must be **received** by Wednesday, September 15, 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:

FIRE PREVENTION	ADMINISTRATION	PLANNING & LOGISTICS	OPERATIONS
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: Master Technician

Created: Revised: 08/11/2021

Reviewed: 08/11/2021

Division: Planning & Logistics
Reports To: Fleet Services Manager
FLSA Status: Nonexempt
Salary Level: Master Technician
Classification: Civilian

SUMMARY

The Master Technician is responsible for performing skilled and technical work in maintaining all vehicles (light/ heavy duty) and mechanical equipment of the Agency as assigned by the Fleet Services Manager. This position requires technical training in multiple aspects of the fleet and equipment of the Agency. This position requires scheduled evening and weekend on-call duty in a divisional rotation.

Under minimal supervision, the Master Technician performs complex duties requiring the use of specialized equipment. Additionally, the Master Technician may be required to supervise and provide training to other Fleet Services personnel. The Master Technician exercises direction, guidance, and assistance to Fleet Services personnel, and performs complex and skilled maintenance and repair of heavy-duty equipment.

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

- Inspect and test work performed by lower-level personnel to ensure quality of service performed and compliance with standard operating procedures.
- Complete journey-level repair work on a wide variety of fire apparatus, vehicles, and department equipment.
- Provide assistance when needed to other Fleet Services personnel.
- Maintain computerized maintenance and repair records.
- Operate power-driven machinery such as hoists, jacks, overhead cranes, fabrication tools, and forklifts to service and repair equipment.
- Perform and maintain inventory of shop tools and supplies.
- Maintain, test and repair tools, equipment, and appliances carried on fire apparatus.
- Diagnose and evaluate scope of work to be performed and determine whether to repair, rebuild, or replace various parts or assemblies.
- Perform fire apparatus aerial repairs and maintenance.
- Assist with the training of Agency and department members in the care and maintenance of apparatus and equipment.
- Perform annual pump tests on fire apparatus.
- Coordinate and schedule workload with Fleet Manager and personnel from other agencies, and provide labor and material cost estimates.
- Interact with the public in a positive manner that exemplifies the Agency'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.



PJ3001 Job Description: Master Technician

Created: Revised: 08/11/2021

Reviewed: 08/11/2021

- Ability to appropriately prepare, manage, store and locate the written records of the Agency, 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 Agency and to be able to quickly locate and retrieve the same as part of a public records request.

SUPERVISORY RESPONSIBILITIES

This position is required to act as Fleet Services Manager on occasion. Completion of the Acting Supervisor task book is required within three (3) years in this position.

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.

- Any combination of training, education, or experience equivalent to a minimum of eight years as a journey-level mechanic, including a minimum of 1-year experience in heavy-duty truck/equipment maintenance; may include experience in heavy-duty equipment maintenance or repair.
- Knows modern procedures and methods of automotive repair and maintenance including diesel engines.
- Able to operate all shop diagnostics equipment.
- Able to independently evaluate the scope of work needed to repair mechanical and hydraulic equipment.
- Is skilled in the safe use of tools, chemicals, and equipment common to the vehicle mechanic trade.
- Must supply own hand tools and roll away box.
- Has welding experience (MIG, TIG, GAS).
- Has metal fabrication experience.
- Able to learn and operate fire pumps and all related accessories (foam systems, pressure governors, relief valves).
- Able to independently perform pump test calculations and annual/acceptance tests.
- Able to read and interpret vehicle wiring diagrams, to include the ability to distinguish colors, with assistance, if needed.
- Has time management skills, including being able to prioritize work in order to meet goals, objectives and deadlines; can work in an environment where there may be multiple interruptions
- Has general working knowledge of basic office equipment (copier, fax)



PJ3001 Job Description: Master Technician

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EDUCATION AND/OR EXPERIENCE

- High school diploma or general education degree (GED) required.
- Any combination of training, education, or experience equivalent to a minimum of eight years as a journey-level mechanic, including a minimum of 1-year experience in heavy-duty truck/equipment maintenance; may include experience in heavy-duty equipment maintenance or repair.
- Experience in repair of fire apparatus preferred.
- Completion of Master Technician Task Book (internal promotions only)

LANGUAGE SKILLS

The successful candidate understands and can effectively carry out verbal and written instructions; is able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and speak effectively before groups of customers or members of the organization.

MATHEMATICAL SKILLS

The successful candidate will be able to 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; and apply concepts of basic algebra and geometry.

REASONING ABILITY

The successful candidate will be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, and deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a valid Driver's License and maintain a driving record that supports the ability to operate an agency vehicle. Applicant must obtain a valid Arizona Driver's License within six (6) months of employment.
- Certificate of completion from vehicle trade school/ degree in automotive technology preferred.
- Emergency Vehicle Technician (EVT) I, II, and III Certifications recommended.
- Automotive Service Excellence (ASE) Certifications recommended.
- Microsoft Office Specialist (MOS) certificates of completion in Word, Excel, PowerPoint, and Outlook recommended.

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.



PJ3002 Job Description: Automotive/Equipment Technician II

Created: 05/08/2006

Revised: 08/11/2021

Reviewed: 08/11/2021

Division: Planning & Logistics
Reports To: Fleet Services Manager
FLSA Status: Nonexempt
Salary Level: Automotive/Equipment Technician II
Classification: Civilian

SUMMARY

Under minimal supervision, the Automotive/Equipment Technician II performs specialized, journey-level mechanical maintenance and repair work on all vehicles (light and heavy duty) and mechanical equipment of the Agency, as assigned by the Fleet Services Manager. This position requires scheduled evening and weekend on-call duty in a divisional rotation.

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

- Diagnose operational problems and evaluate scope of work to be performed and prioritize workflow to minimize apparatus down-time on all types of apparatus and heavy equipment.
- Test, troubleshoot and repair gasoline and diesel engines, transmissions, fuel systems, and brake systems (air and hydraulic), electrical, and hydraulic systems.
- Remove and install automatic and manual transmissions, fuel and water pumps, engines, and carburetors.
- Rebuild air and hydraulic brake components, drums, discs, and cylinders.
- Install and repair air conditioning units and other electrical components.
- Perform major and minor repairs and preventative maintenance on all types of firefighting apparatus, auxiliary equipment (generators, small engines, foam systems, fire pumps), and heavy equipment.
- Ensure compliance with prescribed operating and safety standards for all fleet and shop equipment.
- Perform operational and safety inspections on aerial manlift equipment.
- Maintain computerized maintenance and repair records.
- Interact with the public in a positive manner that exemplifies the Agency'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 Agency, 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 Agency and to be able to quickly locate and retrieve the same as part of a public records request.



PJ3002 Job Description: Automotive/Equipment Technician II

Created: 05/08/2006

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SUPERVISORY RESPONSIBILITIES

None

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.

- Any combination of training, education, or experience equivalent to a minimum of five years as a journey-level mechanic; may include experience in heavy-duty equipment maintenance or repair;
- Knows modern procedures, methods, tools, and standard practices of automotive repair and maintenance, including diesel engines.
- Knows methods, materials, tools, and standard practices of the heavy-duty mechanic's trade.
- Understands the hazards and safety precautions of the mechanic's trade.
- Understands the principles of internal combustion engine operation.
- Able to operate all shop diagnostics equipment.
- Can diagnose and evaluate the scope of work needed to repair mechanical and hydraulic equipment.
- Able to read and interpret vehicle wiring diagrams, to include the ability to distinguish colors, with assistance, if needed.
- Is skilled in the safe use of tools and equipment common to the vehicle mechanic trade.
- Can use shop equipment including but not limited to, hand, bench, and machine tools, hydraulic lifts and equipment, wheel and tire repair apparatus.
- Must supply own hand tools and roll away box.
- Has general working knowledge of basic office equipment (copier, fax).
- Has time management skills, including being able to prioritize work in order to meet goals, objectives and deadlines; can work in an environment where there may be multiple interruptions.

EDUCATION AND/OR EXPERIENCE

- High school diploma or general education degree (GED) required.
- Any combination of training, education, or experience equivalent to a minimum of five years as a journey-level mechanic; may include experience in heavy-duty equipment maintenance or repair.
- Completion of Automotive/Equipment Technician II Task Book (internal promotions only).

LANGUAGE SKILLS

The successful candidate will be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; and speak effectively before groups of customers or members of the organization.



PJ3002 Job Description: Automotive/Equipment Technician II

Created: 05/08/2006

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MATHEMATICAL SKILLS

The successful candidate will be able to 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; and apply concepts of basic algebra and geometry.

REASONING ABILITY

The successful candidate will be able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, and deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must have a valid Driver's License and maintain a driving record that supports the ability to operate an agency vehicle. Applicant must obtain a valid Arizona Driver's License within six (6) months of employment.
- General Automotive Mechanic Certification preferred.
- Emergency Vehicle Technician (EVT) Certifications F1 through F4 preferred.
- Automotive Service Excellence (ASE) Certifications A-1 through A-9, T-1 through T-8, and L-1 through L-2 preferred.
- Certificates of continued training preferred.

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



PJ3002 Job Description: Automotive/Equipment Technician II

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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.