

# MEHLVILLE FIRE PROTECTION DISTRICT

## Mechanic



Minimum Hiring Standards  
& Hiring Process Information  
March, 2018

<http://www.mehlvillefire.com>

## MINIMUM HIRING STANDARDS

1. **Age:** Applicant must be 21 years of age or over.
2. **Driver License:** Applicant must possess a valid State Driver License. Attach a copy to application. CDL is preferred.
3. **Education:** Applicant must be a high school graduate or possess a valid high school equivalency certificate. Attach a copy to application.
4. **Background Report:** Applicants will be required to provide the District with authorization to have a consumer report (background check) ordered on the applicant in connection with his/her employment application. The District may order reports on the applicant to include social security number verification; criminal, public, educational and, as appropriate, driving record checks; verification of prior employment; reference, licensing and certification checks; credit reports; and drug testing results and other pertinent information as outlined in the Background Check Disclosure and Authorization Form. An applicant will be eliminated from the process if:
  - there is evidence of any false or misleading statement found on the applicant's resume or application;
  - the accumulation of five or more points recorded against the applicant's driving record in the prior 36 month period;
  - the applicant has been convicted of any felony or any other crime involving moral turpitude. Consideration of conviction records in employment decisions will take into account the nature and gravity of the offense or conduct; the time that has passed since the offense, conduct and/or completion of the sentence; and the nature of the position of Mechanic at Mehlville Fire Protection District.

## HIRING PROCESS

1. **Application:** Applications will be accepted from March 15 through April 27, 2018 between 8:00 a.m. and 4:30 p.m. at Headquarters. Applicant must include copies of the required and relevant certifications. Applicant should also attach to the application a **Resume**. Applicant should obtain a Minimum Hiring Standards & Hiring Process Information Packet and familiarize themselves with the hiring process. Please see Page 5, Items to be attached to Application.
2. **Aptitude Testing:** Applicants will take an aptitude test online. Instructions will be emailed to applicant upon receipt of application. Testing must be completed by 5/4/2018.
3. **Personality Profile:** Applicants will take a personality profile online. Instructions will be mailed to applicant upon receipt of application. Testing must be completed by 5/4/2018.
4. **Oral Interview:** The 15 highest scoring applicants, on the aptitude testing, will be interviewed by a Committee.
5. **Skills Assessment Center:** The highest scoring 5 applicants, who participated in the Oral Interview and Aptitude Testing, will proceed to the Skills Assessment Center. During the Assessment Center, each applicant will be given the opportunity to demonstrate their skills in two or more scenarios.

## **2018 BENEFITS**

### **WAGES**

The starting annual wage for the position of Mechanic is a range from \$60,000 - \$72,000.

### **CLOTHING ALLOWANCE**

A new employee will receive a uniform allowance of \$700 upon hire. The uniform allowance in subsequent years will be \$500.

### **PERSONAL TIME OFF**

Employees earn 12 PTO days per year that may be utilized in that year or accrued in a sick leave bank for future utilization.

### **VACATION**

One week after 1 Year of Service  
Two weeks after 2 Years of Service  
Three weeks after 5 Years of Service  
Four weeks after 10 Years of Service  
Five weeks after 15 Years of Service

### **EDUCATIONAL BENEFITS**

Certification and re-certification benefits will be paid as well as \$5,000 per year tuition reimbursement for degreed curriculums.

### **HEALTH INSURANCE**

The District pays health insurance premiums in full for the employee and dependents. The District pays dental and vision insurance premiums in full for employee coverage and pays 50% of dental and vision premiums for dependent coverage.

### **DEFERRED COMPENSATION PLAN**

New employees are eligible to participate in the deferred compensation plan with OneAmerica.

### **401(a) DEFINED CONTRIBUTION PENSION PLAN**

Employees will receive contributions to their OneAmerica employer funded 401(a) equal to eight percent of their annual W-2 wage earnings. Contributions will increase with seniority.

### **WELLNESS PROGRAM**

The District will contribute \$700, prorated, to a new employee's Health Savings Account in 2018.

### **WORKER'S COMPENSATION**

### **LIFE INSURANCE and LONG TERM DISABILITY**

The District pays 100% of premiums for a life insurance benefit of \$72,000 and Long Term Disability.

*Benefits are subject to change.*

## ITEMS TO BE ATTACHED TO APPLICATION

- Resume;
- State Driver License;
- CDL (preferred);
- High School Graduation Diploma or equivalent;
- Background Check Disclosure and Authorization Form (signed);
- Certifications to be attached:
  - Automotive Service Excellence (ASE) T1 through T8 heavy equipment;
  - EVT I, II and III (preferred);
  - Other relevant certifications.