

FIRE MECHANIC HELPER

Recruitment #1512-0814-001

List Type Transfer/Promotional

Requesting Department FIRE - SUPPORT SERVICES BUREAU

Open Date 12/30/2015

Filing Deadline 1/20/2016 11:59:00 PM

HR Analyst Jeff Harvey

INTRODUCTION

This is a Milwaukee Fire Department civilian position under the jurisdiction of the Fire and Police Commission.

ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED

PURPOSE

To pick up and deliver company supplies, medical supplies, and equipment to and from various locations throughout the city. In addition, make minor repairs to department equipment such as axes and pike poles, and assist the Inventory Assistant III with all aspects of the MFD stockroom.

ESSENTIAL FUNCTIONS

- Picks up and delivers various equipment, vendor parts and supplies (house, paramedic, etc.) to and from various locations.
- Assists (and in case of absence, may be asked to complete the duties of) the Inventory Control Assistant III with filling house, apparatus, and medical supply orders, and procuring parts, supplies, and equipment as appropriate.
- Maintains general cleanliness of the shop building and grounds which includes lawn care and snow removal.
- Cross trains/assists as needed with fire equipment repair of such items as axes and pike poles and the filling of breathing air/oxygen bottles.
- Moves equipment, furniture, and vehicles/apparatus to and from various locations.
- Snowplows MFD properties with pick-up and/or snow blower.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Subject to recall for emergencies at all times.
- Hours of work are 7:30 a.m. to 4:00 p.m., Monday through Friday.

MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Valid Wisconsin driver's license at time of appointment and throughout employment.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to work independently.
- Ability to drive heavy equipment/apparatus.
- Ability to understand and follow oral and written instructions.
- Ability to read and understand documents, such as work rules, policies, and operating manuals.
- Ability to accurately complete paperwork, for example work logs and time cards.
- Ability to read and interpret street maps.
- Interpersonal and customer service skills; ability to represent the Milwaukee Fire Department positively and to interact with customers, supervisors, co-workers, and vendors in a tactful and professional matter.
- Ability to learn specific computer programs associated with the position.
- Possess basic computer/keyboarding skills.
- Ability to move objects using up to 50 lbs. of force on a regular basis and 100 lbs. of force from time to time.

CURRENT SALARY

The current starting salary (PG 7BN) is \$35,376 for City of Milwaukee residents. The non-resident starting salary is \$34,508 annually.

SELECTION PROCESS

The selection process will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Milwaukee Fire Department reserve the right to call only the most qualified candidates to oral, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

- **NOTE:** *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.*
- **NOTE:** *The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the residency ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.*