

FIRE MECHANIC HELPER

Recruitment #1811-0814-001

List Type	Transfer/Promotional
Requesting Department	FIRE - SUPPORT SERVICES BUREAU
Open Date	12/21/2018 08:00:00 AM
Filing Deadline	1/11/2019 11:59:00 PM
HR Analyst	Marti Cargile

[Go Back Apply](#)

INTRODUCTION

*** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY**

*

PURPOSE

Under the direction of the Fire Fleet and Equipment Manager, the Fire Mechanic Helper receives, tracks, picks up, and delivers supplies, parts, and equipment to all engine houses in order for fire and medical companies to remain in service and ready to respond to all emergencies. The Fire Mechanic Helper also assists the Inventory Control Assistant III with procuring supplies and filling orders.

ESSENTIAL FUNCTIONS

- Pick up and deliver various firehouse and paramedic equipment, vendor parts, and supplies to and from various locations. Receive and track deliveries and put stock away, including using a forklift.
- Assist the Inventory Control Assistant III with filling house, apparatus, and medical supply orders and procuring parts, supplies, and equipment, including performing essential functions in his or her absence.
- Maintain general cleanliness of the shop buildings, vehicles, and grounds. Perform maintenance duties at department properties, such as snow plowing with a pickup or snow blower. Move equipment, furniture, vehicles, and apparatus to and from various locations.

- Assist other shop personnel with repair and maintenance tasks such as preparing workstations for use by mechanics and cleaning and repairing tools and equipment.

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

The Fire Mechanic Helper must be able to do the following:

- Be subject to recall for emergencies.
- Perform heavy physical labor (exerting up to 100 lbs. of force occasionally, moving equipment up to 50 lbs. unassisted, and transferring objects weighing 10-20 lbs. frequently).
- Walk, stand, climb stairs, stoop and bend, and perform tasks that require repetitive motion.
- Withstand variable environmental conditions both indoors and out, such as heat, cold, fumes, oil, and dust.
- Drive all departmental apparatus.

MINIMUM REQUIREMENTS

1. Regular status as a City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Passing probation (one year) is contingent upon completing departmental training and demonstrating skill in competently and safely operating a forklift to unload freight trucks and driving all departmental vehicles, including fire apparatus.
3. Valid driver's license at time of appointment and throughout employment. Equivalent combinations of education and experience may also be considered.

DESIRABLE QUALIFICATIONS

- Stockroom experience.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read and understand job-related documents such as manuals, policies, and procedures.

- Ability to understand and follow oral and written instructions.
- Ability to learn about machines and tools, including their uses, repair, and maintenance.
- Ability to understand and apply mechanical concepts to solve problems.
- Knowledge of safe work procedures; ability to use equipment safely, including departmental vehicles.
- Ability to maintain general cleanliness of vehicles and indoor facilities.
- Ability to perform outdoor maintenance duties, such as snow plowing with a pickup or snow blower.
- Ability to learn and use job-specific computer programs.
- Ability to learn inventory and stockroom procedures.
- Ability to maintain accurate work records.
- Customer service skills and the ability to work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.
- Ability to perform effectively under pressure and within tight timeframes.
- Honesty and ability to safeguard all departmental property.

CURRENT SALARY

The current salary range (Pay Range 7BN) for City of Milwaukee residents is \$35,376-\$42,842 annually, and the non-resident salary range is \$34,508-\$41,791. *Appointment will be made in accordance with the City of Milwaukee Salary Ordinance.*

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 Milwaukee Fire Department reserves the right to call only the most qualified candidates to oral or 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.

INITIAL FILING DATE - The selection process will be held as soon as practical after **Friday, January 11, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

***NOTE:** Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

ADDITIONAL INFORMATION

- Applications and further information can be accessed by visiting www.jobaps.com/MIL.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 702

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.