

County of Santa Cruz

INVITES YOU TO APPLY FOR:



AUTOMOTIVE MECHANIC

Supplemental Questionnaire Required

Open and Promotional
Job 24-MM4-01

Salary: \$5,496 – 7,008 / Month

Closing Date: Friday, October 25, 2024

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under general supervision, perform a variety of moderately complex work in diagnosing, servicing and repairing automobiles and light-trucks; perform preventative maintenance and perform other duties as required. The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Two years of experience servicing and/or maintaining automotive equipment.

Special Requirements: Possess and maintain a valid California Class C driver license. Possession of a valid Smog Technician license from the Bureau of Automotive Repair (BAR) for the State of California. Possess and maintain hand tools and work aids necessary to perform auto motive mechanical work.

Special Working Conditions: Exposure to: confined work spaces; heights, such as on ladders and equipment; high levels of noise; electrical hazards; dust; the possibility of experiencing burns, bodily injury, contact with toxic substances or chemical irritants; cramped body positions; slippery surfaces such as coolant and oil on garage floor; stress and responsibility of working on emergency vehicles that will be used for emergency response in law enforcement.



Knowledge: Working knowledge of methods, tools and equipment used in repairing and servicing automotive equipment; and preventive maintenance techniques. Some knowledge of techniques and procedures used to diagnose mechanical and operating problems in automotive equipment.

Ability to: Use hand and power tools safely; read, understand and follow written and oral instructions and plans; work cooperatively with others and provide positive customer service; keep records; safely drive automobiles and light trucks; perform preventative maintenance on automobiles and trucks; operate basic diagnostic equipment; learn to fabricate using welding equipment; learn to input, access and analyze data using a computer; lift items weighing up to 50 pounds, such as a jack and large tires; hear and distinguish various sounds, such as voices of co-workers in noisy environment and sounds of operating equipment; distinguish colors, such as color-coded wire; use impact tools, such as tire guns that cause body vibration; perform tasks that require manual dexterity such as welding, assembling small parts, and pouring liquids into receptacles; and stand and walk for extended periods of time up to 8 hours.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

AUTOMOTIVE MECHANIC – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience diagnosing, servicing and repairing automobiles and light trucks.

EMPLOYEE BENEFITS:

ANNUAL LEAVE – 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS – 14 paid holidays per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE – Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN – Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

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www.santacruzcountyjobs.com