



San Gabriel

THE CITY OF **SAN GABRIEL**  
IS CURRENTLY RECRUITING FOR

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**Auto Mechanic I**  
**\$4,201 - \$5,107 monthly**  
**Open Competitive Recruitment**

**The Opportunity:**

The City of San Gabriel Public Works Department is recruiting for Auto Mechanic I. The Department is seeking a highly motivated, experienced, and committed candidate for this position. The Auto Mechanic I must be a self-starter, customer-service oriented, cooperative team player, and able to work with significant autonomy. The ideal candidates will possess a significant level of specialized and technical expertise, and in-depth knowledge of automotive repair. If you possess these qualities and thrive in a team environment, then we would like for you to apply for our opening.

**Position Summary:**

Under direction of the Fleet Manager, the Auto Mechanic I services and performs major mechanical repairs to automobiles, trucks, tractors, and aerial equipment. The successful candidate must possess the skills necessary to repair and maintain engines, air-cooling systems, transmissions, clutches, drive lines, differentials, brakes, suspension, and electrical systems on automobiles, light and heavy duty trucks, tractors, aerial equipment, and emergency vehicles. ***Availability for emergency call back and weekend standby is required.***

**Minimum Qualifications:**

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be at least two (2) years of related experience in the overall repair of automobiles, trucks, and heavy equipment.

Required Qualifications

A high school diploma or GED equivalent is required, including or supplemented by mechanical trade courses. Possession of valid California Driver's License and ability to obtain a Class "B" License within six months of appointment and maintain a satisfactory driving record are required.

Preferred Qualifications

Completion of a two or four-year program in automotive, heavy-duty trucks, or heavy equipment technology and certification as an Automotive Service Excellence (ASE) Master Technician for Auto Repair or Heavy Duty Trucks is highly desirable.

**Benefits:**

- Participation in the CalPERS Retirement System: 2% @ 60 for "classic" CalPERS members and 2% @ 62 for new CalPERS members; participating San Gabriel employees will remain in their existing tier.
- City paid contribution of up to \$1,568 per month toward medical, dental, and vision insurance premiums: City offers a choice of multiple medical plans (HMOs and PPOs through CalPERS), Delta Dental PPO or HMO plan, and VSP Vision plan. Although you typically must insure yourself, coverage of dependents is optional.

**- Continued on back -**

- Optional enrollment in Deferred Compensation 457 Program from ICMA-RC.
- Optional enrollment in Supplemental Insurance Programs.
- City-paid long term disability and life insurance (1x annual salary).
- City-paid Employee Assistance Program (EAP) and Travel Assistance Program for employees and eligible family members.
- Retiree medical insurance (including family) per the vesting schedule established by Government Code 22893.
- \$200 annual safety work shoe/boot allowance.
- \$100 per month for employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish. Bi-lingual pay must be deemed appropriate for the position before approval. Department approval required.

**Leaves:**

- 96 hours of sick leave per calendar year
- 80 hours of vacation per year (increases with length of service)
- 104 hours of holidays per year

**Annual Cash-Out Programs:**

- Sick Leave Buy Back: In November of each year, may cash-out up to 50% of unused sick leave accrued in the preceding 12-month period (November through November).
- Vacation Buy Back: May cash-out of up to 40 hours of unused vacation leave per year.
- Holiday Buy Back: May cash-out of up to 8 hours of unused holiday leave per year.

**Application Procedure:**

Candidates must complete a City of San Gabriel online application. Applications must be thoroughly prepared and include the following three items as attachments: (1) cover letter, (2) professional résumé, and (3) copies of all certifications applicable and/or required for the position. Hard copies of item 1-3 will not be accepted. Failure to submit a thoroughly prepared application along with items 1-3 may be disqualifying. To apply, please visit [jobs.sangabrielcity.com](http://jobs.sangabrielcity.com). **Please do not hesitate to apply. The deadline for submitting applications is 5:00 p.m. on Thursday, December 17, 2020 OR when a sufficient number of qualified applications have been submitted, whichever occurs first.** *Faxed, emailed, and/or hard copy applications will not be accepted.*

*The following is the tentative schedule for this recruitment. Please prepare your schedule in advance and note that the exam components may be changed and this schedule may be modified if the City deems it appropriate.*

- Application Period.....November 5 – December 17
- Written Exam.....Week of January 11 (pass/fail must achieve qualifying score to proceed in exam process)
- Practical Exam.....Week of January 18 (pass/fail must achieve qualifying score to proceed in exam process)
- Oral Panel Interview..... Week of January 25 (qualifying and bases for employment eligibility list)
- Selection Interviews..... Week of February 1
- Anticipated Start Date... March 8, 2021

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.  
 鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主  
 Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.  
 La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT