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INSTRUCTIONS FOR COMPLETING THE KITSAP COUNTY APPLICATION PACKET

READ & FOLLOW ALL DIRECTIONS!

1. An original, completed, and signed Kitsap County application packet is required for each position for which you are applying.
2. **Read the Employment Opportunity Posting Sheet carefully to ensure you submit all required documents.**
3. If additional pages for work experience are needed, please choose from the following options:
 - a. Available at the Kitsap County Personnel office
 - b. Copy the back of the application before completing it
 - c. Print out continuation sheets on our web site
 - d. Hand prepare your own as long as you follow the same format**Each page of work experience must have your original signature.**
4. A supplemental questionnaire is generally included as the last few pages of the application packet. Your responses to the questions on the supplemental questionnaire and Kitsap County application will be used to determine if you are eligible to continue in the selection process. Please do not use acronyms or abbreviations on your application.
5. **Complete the application packet and other requirements in full. Your application will be considered incomplete and will not be evaluated if you submit a résumé or mark "see résumé" in place of the required application material.**
6. If you are invited to an interview, you may bring extra material, such as a résumé, certificates of training, examples of work performed, performance evaluations, letters of reference, etc.
7. Keep a copy of your application materials for your records. We are not able to make copies for you.
8. The completed application packet **must** be returned to the Personnel Office by **5:00 pm on the closing date**. Applications received after the closing date will not be considered, unless postmarks are accepted for that specific position. If the hiring department is accepting postmarked applications, it will be stated on the Employment Opportunity Posting Sheet and the envelope must be postmarked by the closing date.
9. Return application packets as follows:

IN PERSON: Personnel Office on the first floor of the County Public Works Building at 507 Austin Ave in Port Orchard. Applications may be placed in the Drop Box located at the front door on Fridays only.

BY MAIL THROUGH USPS: Personnel Office; 614 Division St., MS-23; Port Orchard, WA 98366

MAILED THROUGH OTHER CARRIERS SUCH AS FedEx or UPS: Personnel Office; 507 Austin Ave; Port Orchard, WA 98366

BY FAX: (360) 337-7187 – Faxed applications must be received by the Personnel Office by 5:00 pm on the closing date. Please keep your originals.
10. **Some application packets may require additional postage, so be sure to use the correct postage amount when mailing. Kitsap County will not consider application packets that are received with postage due.**
11. You will usually receive notice within 6-8 weeks of the status of your application. If, after that time period, you have not received notification of your status, please contact the Personnel Analyst identified on the job posting sheet.
12. If you have any questions, or need more information, please contact the Kitsap County Personnel Office at (360) 337-7185, ext. 0.
13. Any applicant using education to meet the minimum qualifications will not be hired until their transcripts from an accredited college or university have been received.



KITSAP COUNTY

EMPLOYMENT APPLICATION

Personnel Division
 614 Division St, MS-23
 Port Orchard, WA 98366-4676
 (360) 337-7185
 Fax (360) 337-7187
 www.kitsapgov.com

Title of Position You Are Applying For			Department
Last Name	First Name	Middle Initial	Home Phone # ()
Mailing Address			Cell Phone # ()
City	State	Zip	Email address:

Alternative contact info: Name _____ Phone Number _____

Will you accept (check if yes)	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>	Extra-Help/On Call <input type="checkbox"/>	Shift Work <input type="checkbox"/>	Days or hours unwilling/unable to work
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Are you able to perform the essential functions of this position, with or without reasonable accommodations? Yes No

Can you provide proof of citizenship, visa or alien registration if hired? Yes No

Have you ever been employed by Kitsap County? Yes No Dates: From ___/___/___ To ___/___/___

Do you have any relatives currently working for Kitsap County? Yes No

Name	Dept/Div	Relationship
Name	Dept/Div	Relationship

Have you been convicted of a felony within the last 10 years? Yes No

Offense _____ Date ___/___/___

Offense _____ Date ___/___/___

NOTE: A conviction record does not necessarily constitute an automatic disqualification from employment.

Kitsap County awards veteran's preference in accordance with RCW 41.04.010. Do you claim veteran's preference for this position? Yes No

EDUCATION AND TRAINING

Did you graduate from high school or receive a G.E.D? Yes No Location _____

College or Vocational School and Location	Dates		# Sem Credits	# Qtr Credits	Major Course of Study	Minor Course of Study	Degree Earned	Date of Degree
	From	To						

Professional Licenses and Certificates	State of Issue	Exp. Date

Do you have a valid driver's license? Yes No State of Issue: _____

List computer software programs you have used: _____

EMPLOYMENT HISTORY – List your work history for the last 10 years on the reverse side, including self-employment, volunteer work and military service. Begin with your most recent position in block 1 and list each position separately. Include experience beyond 10 years if it is related to the job for which you are applying. Attach additional employment history sheets in the same general format if needed. Indicating “see resume” or “see attached” will disqualify you from further consideration.

FOR OFFICE USE ONLY	
Address Book # _____	Requisition # _____

May we contact this employer? yes no contact me first

1	Most Recent Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

2	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

May we contact this employer? yes no contact me first

3	Position Title	Employer Name, Address, & Phone Number	Type of Business	Dates Worked (Month and Year) From: To:
	Primary Duties			Total Years/Months Worked
				# Hours Worked per Week
				Salary
Name and Title of Immediate Supervisor				
Number and Types of Employees You Supervised				
Reason for leaving/considering change				

AGREEMENT AND RELEASE

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize Kitsap County to conduct a complete investigation of any and all information contained in this Employment Application. In the event of employment, I understand that any false or misleading statements contained in my application may result in discharge. I further understand that I will be required to abide by all Kitsap County rules and regulations.

Signature

Date



KITSAP COUNTY

Equal Employment Opportunity Questionnaire

Kitsap County is proud to be an Equal Employment Opportunity employer, committed to a diverse workplace. It is the policy of Kitsap County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, religion, sex, marital status, sexual orientation, age, disability, or veteran status. For this purpose, and to help us comply with government recordkeeping, reporting and other legal requirements, please complete this affirmative action questionnaire. Completing this form is voluntary and will remain confidential. This information will be maintained in a separate file and will not be provided to supervisors, the appointing authority or other department employees. It will not be used in the evaluation of your application.

Position Applied For:

Date:

Name:

Social Security #:

(Disclosure of your Social Security Number is voluntary and will be used for applicant tracking only.)

GENDER:

Male

Female

ETHNIC ORIGIN: Indicate one only.

White/Caucasian

Black/African American

Hispanic

Asian/Pacific Islander

Native American

ARE YOU:

Disabled

Vietnam Era Veteran

Other Veteran

Disabled Veteran

RECRUITING SOURCE

Where did you first learn of this position?

Kitsap County Website (kitsapgov.com)

Career Builders Online

Kitsap County Job Posting Board

Yahoo.com

Kitsap County Job Line

Craig's List.com

Job Posting at Other Public Agency

Jobdango.com

Referred by County Employee

Monster.com

Referred by Friend

Kitsap Sun Newspaper

Worksource

Seattle Times

AWC Jobnet

Seattle Times Online

Courthouse Journal

Kitsap Newsgroup Newspaper

Careers in Government

Spokesman Review

Jobs Available Online

Oregonian

Jobs Available Publication

Oregonian Online

Government Jobs Website

Tacoma News Tribune

Posted at Professional Associations

Tacoma News Tribune Online

Idaho Statesman

Olympian

Idaho Statesman Online

Olympian Online

Other...Specify Source _____

FOR OFFICE USE ONLY

Address Book #

Requisition #

KITSAP COUNTY CLASS SPECIFICATION

TITLE: **MECHANIC**

DEPARTMENT: Public Works

REPORTS TO: Equipment Services Manager; Receives Work Direction from Lead Mechanic

GENERAL STATEMENT:

This is skilled mechanical work that involves preventive maintenance and repair work of gasoline and diesel-powered light, medium and heavy-duty equipment. The incumbent is responsible for performing a variety of mechanical, preventive maintenance and related work to ensure effective operation of equipment. Although the primary responsibility of this class is the mechanical repair of equipment, employees are expected to service equipment, repair and mount tires, modify and fabricate equipment and parts, weld broken items and maintain tools and the shop area in a clean and orderly condition.

Assignments are received in the form of work orders or oral and written instructions identifying the needed repair or service. Work is performed with considerable independence under the general guidance of a higher classified mechanic and is reviewed for quality and timeliness of work performed and by the performance of the equipment serviced.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Inspect, diagnose and make repairs to such mechanical equipment as loaders, graders, dozers, compactors, medium and heavy-duty trucks and accessories, light duty trucks, automobiles and all other County owned equipment.

Repair engines, both diesel and gas, to manufacturers specifications. Diagnose transmission problems, both manual and automatic, and rebuild and set up differential drive units.

Service and repair brake systems; both air and hydraulic including brake drums, rotors, brake lining, spring-loaded parking brakes and air compressors.

Design, modify and install hydraulic systems and other special accessories to equipment.

Service and repair air conditioning units.

Operate shop equipment such as grinders, electrical testers, tire mounting equipment and wheel balancer, drill press, wheel pullers, jacks, air tools, gas/electric welders and other equipment used in repair work.

Drive County-owned vehicles to job sites to maintain, repair, and test vehicles and equipment.

Maintain necessary shop records and reports. Perform occasional welding or blacksmith work.

Promote safe working practices. Maintain tools and shop area in a clean and orderly condition.

Appear for scheduled work with regular, reliable and punctual attendance. Establish and maintain cooperative, effective, and productive working relationships using tact, patience and courtesy. Effectively plan and organize work and complete tasks within prescribed timeframes.

May be required to work over 40 hours in a workweek. Must be available for standby work when required.

Other Job Duties:

Perform other related work as required.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed primarily in a vehicle repair shop. Test driving of vehicles is required. Must be able to work safely around heavy equipment and work in awkward positions such as operating tools while lying on your back under a vehicle. Exposure to inclement weather, loud noises, exhaust fumes, power tools and equipment is inherent in this position. Must be available for standby work when required. The ability to view repair manuals, repair vehicles/equipment, operate tools, etc., and lift tools and parts up to 50 lbs. is required.

KNOWLEDGE AND ABILITIES:

Knowledge of: Gasoline and diesel repair procedures. Hydraulic systems. Gas and electric welding and cutting. Service and repair of air conditioning units. Safety standards, wear tolerances and applicable replacement criteria. Safe working practices and procedures. Use and care of tools and equipment related to the Mechanic trade.

Ability to: Read and understand technical materials such as repair manuals, parts catalogs and gasoline/diesel specifications. Communicate orally and in writing. Skillfully use hand and power tools and electronic and mechanical testing equipment used in automotive repair. Maintain records and reports. Follow oral and written instructions. Diagnose defects in and repair a wide variety of maintenance and construction equipment as well as general automotive equipment. Follow oral and written directions and work effectively with a small, diverse workgroup.

QUALIFICATIONS:

Two years of gasoline and two years of diesel mechanical repair work experience are required. Successful completion of a vocational study program covering a full range of mechanical repair may be substituted for up to twelve months of the required experience. Experience working on heavy trucks and construction equipment is highly preferred.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

Must be able to fulfill all traveling requirements of this position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS (cont):

Must possess a valid Washington State Driver's License by time of appointment.

Must be able to acquire within six months of appointment and maintain a Washington State Class A or B Commercial Driver's License (CDL) with tank endorsement and air brake restriction removed.

In accordance with federal regulations and Kitsap County Drug and Alcohol Policy and Procedures, no applicant will be allowed to operate commercial vehicles in this position for Kitsap County until he/she has successfully passed urine drug and breath alcohol testing.

Must have a safe driving record, subject to verification. Prior to employment the selected applicant must provide a copy of their State driving record

In accordance with WAC 296-817-400, a medical evaluation including audiometric testing will be conducted on successful applicants prior to employment.

KITSAP COUNTY PERSONNEL
SUPPLEMENTAL QUESTIONNAIRE
MECHANIC - PUBLIC WORKS

NAME: _____ **DATE:** _____

INSTRUCTIONS: This questionnaire is an effort to assist you and the Kitsap County Personnel Department in determining whether or not you meet the qualifications for the position. **The questionnaire is a mandatory part of the examination process. Your responses will be used in determining whether or not you proceed further in the examination process.** When requested, include in your responses to the following questions the company/agency employed with, period of time employed, hours worked per week, degrees earned or courses taken, and training attended. Coincide responses with those on the County application. Attach additional sheet(s) in the same format listed if necessary to include **all** of your related experience. A resume attached or "see resume" response in lieu of answering any questions below **WILL NOT** be rated.

1. Please answer "yes" or "no" to the following questions:
- a. Do you have a Washington State Drivers license? _____
 - b. Do you have a Commercial Drivers License (CDL) class "A"? _____
 - c. Do you have a Commercial Drivers License class "B"? _____
 - d. Do you have CDL endorsement "N"? _____
 - e. Are you licensed to drive vehicles with air brakes? _____
 (The air brake restriction "K" must not be on your driver's license.)

NOTE: The selected applicant must acquire a Washington State Driver's License prior to appointment. If you answered "no" to questions b. through e., are you able to obtain a CDL with endorsement N and removal of restriction K within six months of employment? _____

2. Describe your experience:
- a. Repairing and maintaining diesel powered engines. *(List only the period of time with this employer that you performed work on diesel powered engines. If you worked on both diesel and gasoline engines, use the Hrs/week space to indicate the estimated time on diesel engines.)*

_____ to _____
 Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

_____ to _____
 Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

- b. **Repairing and maintaining gasoline engines. (*List only the period of time with this employer that you performed work on gasoline engines. If you worked on both diesel and gasoline engines, use the Hrs/week space to indicate the estimated time on gasoline engines.*)**

_____ to _____
 Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

_____ to _____
 Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

- c. **Repairing and maintaining construction and road maintenance equipment. Please include types of equipment (grader, bull dozer, etc.), length of time and extent of repairs.**

_____ to _____
 Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

_____ to _____
 Company Name Mo/Yr Mo/Yr Hrs/week Your Title

Brief description of work performed: _____

d. Servicing and repairing air conditioning units.

e. Installing and/or maintaining hydraulic systems.

f. Working on transmissions, both manual and automatic.

g. Welding, cutting and fabricating.

h. Servicing and repairing brake systems; both air and hydraulic.

3. What types of testing and tune-up equipment have you operated?

4. What types of hand and power tools are you familiar with?

5. List any mechanical repair vocational study programs. **

School Attended	Dates	Area of Study	Completed Course?
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**NOTE: You must request your transcripts/diplomas before you turn in your application. Your educational institution must send the transcripts directly to: Kitsap County Personnel, 614 Division Street, MS-23, Port Orchard, WA 98366. Any applicant using education to meet the minimum qualifications for this position will not be hired until their transcripts have been received.

Please note:

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

A medical evaluation will be conducted on successful applicants prior to employment.

Must have a safe driving record, subject to verification. A completed Driving Record Addendum must be submitted with this application. Prior to employment the selected applicant must provide a copy of their State driving record.

In accordance with federal regulations and Kitsap County Drug and Alcohol Policy and Procedures, no applicant will be allowed to operate commercial (CDL) vehicles in this position for Kitsap County until he/she has successfully passed urine drug and breath alcohol testing.

I have read the job description for this position and am able and willing to perform the essential functions and certify that the answers given herein are true and complete to the best of my knowledge.

Signature of Applicant

Date



**KITSAP COUNTY
DRIVING RECORD ADDENDUM**

APPLICANT NAME: _____ **Position:** _____

Candidates who apply for a position that requires driving must be able to fulfill all traveling requirements of the position and meet the qualifications and guidelines of the Fleet Risk Control Policies in the operation of a motor vehicle on County business, including possessing and maintaining a valid Washington State Driver's License and the appropriate amount of automobile insurance. In addition, candidates who fill positions that include driving as an essential function (generally those that drive 5 or more hours per week) or transport persons must have a safe driving record, subject to verification. Prior to employment, the selected applicant must provide a copy of their complete state driving record.

In an effort to determine whether there are any disqualifying factors in your driving history, please respond to the following questions:

1. Do you have a valid driver's license? _____ State of issue: _____
Have you had your license for at least one year? Yes _____ No _____
NOTE: You must possess a valid Washington State Driver's License by time of appointment.
2. Are you at least 18 years old? Yes _____ No _____
3. Has your driver's license been suspended in the last three years? Yes _____ No _____
Has it been suspended more than once in the last five years? Yes _____ No _____
4. Has your driver's license been revoked in the last five years? Yes _____ No _____
5. Have you been convicted once in the last three years, or twice in the last five years for reckless driving or other similar offenses (e.g. careless driving)? Yes _____ No _____
6. Have you been convicted in the last five years for any driving offense involving the use of drugs, alcohol, or any controlled substance? Yes _____ No _____
7. Have you been convicted in the last five years for a hit and run offense involving bodily injury or reportable property damage? Yes _____ No _____
8. Have you been found at-fault for two or more accidents in the last five years, or found at fault in any accident in the last five years resulting in a fatality? Yes _____ No _____
9. Your driving record for the last five years will be reviewed. Please list all traffic violations for the last five years below. You may exclude any parking violations and "Photo Enforcement Tickets." (Attach Complete Driving Abstract or additional sheet, if necessary):

Citation	Agency	Date	Disposition

10. Please list any pending driving-related charges:

Charge	Agency	Date of Offense	Date Disposition Expected

I understand that a "yes" answer to any question above or a review of my complete driving record may disqualify me for the position I have applied for and I certify that answers given herein are true and complete to the best of my knowledge.

Applicant Signature

Date