



# CITY AND COUNTY OF DENVER CIVIL SERVICE COMMISSION



2024

## MECHANIC EXAMINATION INFORMATIONAL BOOKLET

It is the applicant’s responsibility to read the information contained in this booklet. This booklet details the minimum qualifications required to be considered as a Denver Fire Mechanic and provides applicants with an informational summary of the examination/screening process.

### TABLE OF CONTENTS

Questions (?) .....	1
Request for Reasonable Accommodation .....	1
Duties, Work Responsibilities, Job Qualifications and Requirements.....	1
Work Schedule, Salary and Benefits.....	2
Helpful Websites .....	2
Change in Applicant’s Personal Information .....	3
Solicitation of Preferential Treatment – Prohibited .....	3
Minimum Qualifications .....	3
Criminal Convictions .....	4
Drugs—Illegal Use, Purchase, Possession, Distribution, Sale or Manufacture .....	7
Traffic and Driving Related Offenses .....	13
Application and Testing Process .....	14
Vacations and/or Extended Absences .....	15
Examination and Screening Phases.....	15
Veteran Preference Points .....	20
Essential Functions/Essential Knowledge, Skills and Abilities .....	22
Commission Address/Phone/Website. ....	27

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# INFORMATIONAL SUMMARY

## QUESTIONS (?)

If you have questions not covered in this booklet, call the Civil Service Commission office at (720) 913-3371 (Monday-Friday, 7:00 a.m. to 4:00 p.m.) excluding holidays.

## REQUEST FOR REASONABLE ACCOMMODATION

The City and County of Denver is an Equal Employment Opportunity Employer. If any applicant or prospective applicant requires reasonable accommodation (per the Americans with Disabilities Act) in order to participate in any examination phase noted herein, the applicant must advise the Commission in advance, in writing, and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted.

## THE ABILITY TO PERFORM THE ESSENTIAL JOB FUNCTIONS

Applicants must be capable of performing the essential job functions of an entry-level Mechanic with or without reasonable accommodation. All phases of the examination are designed to measure an applicant's ability to perform the essential functions of the job. Please refer to the **Essential Functions** and, **Essential Knowledge, Skills, and Abilities** on pages 24-28.

## DUTIES AND WORK RESPONSIBILITIES

Mechanics, under the direct supervision of the Assistant Master Mechanic, shall perform skilled work in the maintenance and repair of automotive equipment, fire apparatus and fire suppression equipment.

## JOB QUALIFICATIONS AND REQUIREMENTS

**Qualifications:** In addition to the Age, Education/Experience and Residency requirements noted below, applicants must also meet all of the Minimum Qualifications for Original Appointment as outlined in this *Mechanic Examination Informational Booklet*.

**Age:** Applicants must be at least twenty-one (21) years of age on or before the date of application.

**Education:** Applicants must have a high school diploma, transcripts, or a General Equivalency Diploma (GED) on or before the date of application. In addition to a high school diploma or a GED, applicants must possess an Associate Degree in Automotive or Truck Mechanics or possess a Master Automotive or Truck Technician Certificate from the National Institute of Automotive Service Excellence (A.S.E.); or possess certification from an accredited vocational training school or accredited training center or A.S.E. or E.V.T. certification in all the following areas:

- Engines - either gasoline or diesel;
- Transmission - either manual or automatic;
- Electrical Systems - either automotive or truck;

**and**

- A.S.E. certification in at least one other area as required for a Master Technicians certificate (either truck or automotive)
- E.V.T. (Emergency Vehicle Technician) certification in at least one area of Fire Apparatus certification

**A copy of all certificates must be submitted at time of application.**

**Experience:** Applicants must have at least five (5) years of verifiable experience as a mechanic/technician working in the field of automotive or diesel repair.

**Residency:** All individuals must reside within the state of Colorado at the time of appointment.

## **WORK SCHEDULE**

Mechanics typically work Monday through Friday from 7:00 a.m. to 3:30 p.m. Willing to work overtime and be recalled for emergencies at all hours and weekends.

## **SALARY AND BENEFITS**

Pay and benefits for Denver Fire Mechanics is determined by collective bargaining agreements between the City and County of Denver and local union officials.

Starting Salary: \$95,659.00

**Progression:** Automatic yearly step increases from Mechanic V, IV, III, II, and I. Potential salary, with five (5) years of service as a Mechanic with the Denver Fire Department, is \$114,975.00 per year.

**Benefits:**

- Paid sick leave and vacation
- Medical and dental insurance
- Uniforms and most equipment furnished
- Educational opportunities
- Pension Plan

Denver Fire and Denver Police offer a variety of benefit options, including a pension plan through the Fire and Police Pension Association (FPPA). For more information on the FPPA Statewide Defined Benefit Plan, please visit: <https://fppaco.org/benefits.html>. For more details regarding benefit plan offerings, please visit the Denver Fire and Police websites.

## **HELPFUL WEBSITES**

The Denver Civil Service Commission’s website contains information regarding the application process, testing, links to resources and the Department of Safety Recruiters, and Commission meeting dates. You can locate us at: [www.denvergov.org/civilservice](http://www.denvergov.org/civilservice).

Additionally, you may visit the Department of Safety website at: [www.denvergov.org/content/denvergov/en/department-of-safety.html](http://www.denvergov.org/content/denvergov/en/department-of-safety.html) for upcoming recruitment events, and links for general Department of Safety information and minority resources.

## **CHANGE IN APPLICANT'S PERSONAL INFORMATION**

Applicants are required to notify the Commission in writing of any change in personal information such as legal name, address, telephone/cell number and e-mail. Additionally, applicants called on for further screening/processing must notify the Commission in writing of any change to their supplemental application or background history form information.

The inability of the Post Office to deliver mail because of an unknown or incorrect mailing or forwarding address may be grounds for disqualification. Failure to receive notice of and keep any scheduled appointment because of outdated contact information may be cause for disqualification from further testing.

## **SOLICITATION OF PREFERENTIAL TREATMENT – PROHIBITED**

Solicitation or attempted solicitation of preferential treatment (lobbying) in connection with any application or testing for original appointment, or for placement on an eligible register, or for certification for appointment to a position in the classified service, is prohibited.

An applicant may provide, as part of the background investigation process, letters of reference and the names, contact information, and nature of relationship for references he or she believes should be contacted during the background investigation. Personal references and letters of recommendation are only considered during the background investigation phase of testing. An applicant engaging in solicitation of preferential treatment may be disqualified.

Except for providing relevant background or reference information, any member of the Department of Safety, any City official or City employee, any Commissioner or Commission employee is prohibited from intervening on behalf of any applicant or soliciting or attempting to solicit preferential treatment in consideration of any applicant.

## **MINIMUM QUALIFICATIONS**

### **GENERAL INFORMATION**

**Applicants must meet all of the minimum qualifications.** Except as noted, any failure to meet one or more of the minimum qualifications will result in your automatic disqualification. **Please note that some standards have particular time limits associated with them.** If this applies to your situation, you may later become eligible and apply once those time limits have lapsed.

**For example:** “at age 21 or older” or “while under the age of 21”; within the past “sixty (60) months (5 years)”, or within the past “one-hundred twenty (120) months (10 years)”, or “during an individual’s lifetime” (“*have you ever...*”).

**If a particular time limit affects your situation**, and you are disqualified, you may later become eligible and may re-apply once the specified time limit has lapsed. **Any time lines noted run back from the date of application.**

**Reviewing Definitions of Terms:** Your **understanding of the General, Legal/Criminal, Illegal Drug, and Traffic related terms and offenses** contained in this booklet is **critical** to your ability to determine if you meet the minimum qualifications. For a complete listing of Definitions of Terms, please refer to **Commission Rule 1** located on our website at: [www.denvergov.org/civilservice](http://www.denvergov.org/civilservice). The link to “Commission Rules” can be located in the section titled [About the Commission](#), on our homepage.

## **BASIC MINIMUM QUALIFICATIONS**

**CITIZENSHIP:** Applicants must be citizens of the United States on or before the date of application. Acceptable proof of such must be presented if selected to proceed beyond the written test. Acceptable proof of United States citizenship shall include a birth certificate from within the United States, naturalization papers, a United States passport, or a Certificate of Live Birth Abroad of a United States Citizen.

**COLORADO RESIDENCY:** Applicants must be bona fide residents of the State of Colorado at the time of appointment (hire).

**AGE:** Applicants must be at least twenty-one (21) years of age on or before the date of application. Acceptable proof of age will be required with submission of Supplemental Application. Acceptable substitutes for a birth certificate include naturalization papers and/or a valid passport.

**EDUCATION:** Applicants must have a high school diploma or a General Equivalency Diploma (GED) on or before the date of application. Acceptable proof of a high school diploma or GED certificate will be required with submission of Supplemental Application. Acceptable substitutes for a high school diploma or GED certificate include an original certified high school transcript bearing the official school seal and showing graduation date, or an original letter from the school on the school's letterhead which verifies the graduation.

**DRIVER'S LICENSE:** Applicants must possess a valid automobile driver's license on or before the date of application and up to and including the date of appointment and must maintain any licensing requirements of the respective department.

**CHARACTER AND BACKGROUND:** An applicant must be of good moral character as required by the Charter of the City & County of Denver. In reviewing an applicant's character and background, the Commission will consider the standards of ethical conduct, integrity and honesty that shall guide the behavior of a member of the Denver Fire Department.

## **LEGAL MATTERS & CRIMINAL CONVICTIONS** **GENERAL CONSIDERATIONS**

**CONVICTION:** See page 5 for the definition of "Conviction." Throughout this booklet the term "Conviction" applies to the following categories of offenses:

1. Any adult criminal offense;
2. Any juvenile offense when the juvenile was charged as an adult;
3. Any juvenile offense adjudicated in a juvenile court when the offense would be classified as a felony or misdemeanor (as applicable) if committed by an adult.

**JUVENILE RECORD OR ADULT CRIMINAL RECORD:** If you are unsure of the formal legal status of any items in your juvenile record or your adult criminal record, you are urged to obtain a copy of your criminal history. If after reviewing your juvenile or criminal history you still have questions, you should obtain legal advice prior to submitting your application. Civil Service Commission staff cannot provide you with legal advice in these matters.

**SEALED OR EXPUNGED RECORDS:** Juvenile records and adult criminal records are not automatically “expunged” or “sealed”. To be expunged or sealed, it requires an “order of the court”. If a criminal record or juvenile record has been **sealed** or has been **expunged**, by an **order of the court**, or if a criminal conviction has been **pardoned**, it may have an effect on how you answer certain questions in the application process.

## **KEY DEFINITIONS – LEGAL & CRIMINAL RELATED STANDARDS**

### **CONVICTION– ADJUDICATION, definition of:**

The **result of a criminal trial** regarding any federal, state, or local law that ends in **entry of a final judgment/sentence**, following a verdict of guilty (by the court or jury), or following a plea of guilty or no contest.

**"Conviction" shall include an "Adjudication"** which is an entry of final judgment/ sentence following a **determination by a juvenile court** that it has been proven beyond a reasonable doubt to the trier of fact that the **juvenile has committed an offense that would have been a crime had it been committed by an adult** (i.e. commission of a delinquent act), or following an entry of a plea of guilty or no contest to a charge of committing such an offense.

**"Conviction" does not include** an entry of a final judgment/sentence that has been pardoned, reversed, set aside, or otherwise rendered null and void; or for which the criminal record or the juvenile record thereof has been formally sealed, or has been formally expunged, by order of the court.

**"Conviction" does not include** a deferred prosecution, deferred judgment, or deferred sentence.

### **FELONY, definition of:**

A **criminal offense** that is **classified as a “felony”** under the federal, state or local laws in the jurisdiction where the subject charge was filed; **to also include any juvenile offense that** would constitute a “felony” criminal offense in that jurisdiction, if committed by an adult. (Example: Criminal record may show “F4”, meaning a “4<sup>th</sup> Degree Felony”.)

### **MISDEMEANOR, definition of:**

A **criminal offense** that is **classified as a “misdemeanor”** under the federal, state or local law in the jurisdiction where the subject charge was filed; **to also include any juvenile offense that** would constitute a “misdemeanor” criminal offense, if committed by an adult. (Example: Criminal record may show “M1”, meaning a “1st Degree Misdemeanor”.)

## **GENERAL DISQUALIFIERS – NO LEGAL IMPEDIMENTS**

**NO LEGAL IMPEDIMENTS:** To be eligible for both application and appointment to a position in the Denver Fire Department, an individual **shall not have any legal impediments to their ability to perform the essential job functions** for the position of Mechanic.

Please be advised that **adjudication in juvenile court**, for criminal activity as a minor/juvenile, **does not necessarily clear from your record when you become an adult.**

Any individual who, because of a criminal charge, or plea to a criminal charge, is **currently subject to an active deferred sentence, deferred judgment or deferred prosecution**, or is currently subject to any **court order(s) or stipulation(s) in connection therewith**, will be disqualified.

Any individual who is **currently incarcerated, on work release, on parole, or on probation** for any crime will be disqualified.

## **CRIMINAL CONVICTIONS – LIFETIME DISQUALIFICATION**

### **ALL FELONY CONVICTIONS – LIFETIME DISQUALIFICATION:**

Any **adult** (age 18 or above), or **juvenile charged as an adult**, who has been **convicted of a felony crime**; or **juvenile who has been adjudicated in juvenile court for an offense** that would be **classified as a felony** if committed by an adult; will be disqualified.

### **CERTAIN MISDEMEANOR CONVICTIONS – LIFETIME DISQUALIFICATION:**

An individual who has ever been convicted (or been adjudicated), for any of the following **misdemeanor** offenses will be disqualified:

1. An offense involving domestic violence.
2. Assault, menacing, stalking or harassment.
3. Sexual assault, unlawful sexual contact, or an offense that would require registration as a sex offender under Colorado law.
4. Any offense based on unlawful sexual behavior.
5. Failure to register as a sex offender.
6. Prostitution.
7. Soliciting for prostitution.
8. Pandering.
9. Indecent exposure.
10. Any offense of child abuse or child neglect resulting in any injury to the child or to the child's health.
11. Any bias-motivated crime (including harassment or intimidation of a person or group **because of** race, color, ancestry, national origin, religion, creed, age, gender, gender variance, sexual orientation, or physical or mental disability).
12. Cruelty to animals.
13. Resisting arrest.
14. Impersonating a peace officer, firefighter, or public servant.
15. Obstruction of government operations.
16. Obstruction of a peace officer, firefighter, emergency medical service provider, rescue specialist, or like volunteer.
17. False reporting to fire, emergency, or law enforcement authorities.
18. Perjury.
19. Failure to obey a jury summons.

## **CRIMINAL CONVICTIONS:**

### **10 YEAR, 7 YEAR & 5 YEAR DISQUALIFICATIONS**

## **CERTAIN MISDEMEANOR OFFENSES –10 YEAR DISQUALIFICATION**

An individual who has been **convicted** (or been adjudicated) for any of **the following\_misdemeanor** offenses during the **past 120 months** (10 years) **will be disqualified**.

1. An offense based on **child abuse** or **child neglect** that **did not involve an injury** to the child or to the child's health.
2. The illegal **use** or **possession** of a **firearm** or **edged weapon** (e.g. a knife).

## **MISDEMEANOR OFFENSES – 7 YEAR DISQUALIFICATION:**

An individual who has been **convicted** (or been adjudicated) for any of **the following\_misdemeanor** offenses during the **past 84 months** (7 years) **will be disqualified**.

1. An offense involving **theft**, (to include stealing, shoplifting, embezzlement, etc.)
2. An offense involving **fraud**, (to include check fraud, identity theft, forgery, etc.)
3. An offense involving **forgery**, (to include actions done with intent to defraud, etc.)

**Misdemeanor convictions for theft, fraud or forgery more than 84 months prior** will be subject to a presumptive disqualification with an opportunity for review for exemption.

## **NO MORE THAN ONE (1) MISDEMEANOR – DURING THE PAST 5 YEARS:**

An individual who has been **convicted of two (2) or more misdemeanor offenses** within the **past 60 months** (5 years) **will be disqualified**.

## **NO MISDEMEANOR CONVICTIONS WHILE IN A PUBLIC SAFETY POSITION DURING THE PAST 5 YEARS:**

Within the past 60 months (5 years), an individual shall not have any conviction for misdemeanor offense during any period of time while they were an **employee** in, or a **volunteer** in, any of the following public safety related positions: Law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter or medical first responder.

# **DRUGS** **ILLEGAL USE, PURCHASE, POSSESSION,** **DISTRIBUTION, SALE, OR MANUFACTURE**

## **IMPORTANT DRUG RELATED DEFINITIONS**

### **DISTRIBUTION (of Hard and Soft Drugs), definition of:**

**"Distribution" or "To Distribute" means** to deliver, transfer, or transport, or to attempt to deliver, transfer or transport, actually or constructively, from one person to another a controlled substance, either with or without remuneration, barter or exchange.

**However**, the delivery, transfer or transportation of **one ounce or less of marijuana**, from one person to another; without involving any remuneration, barter or exchange; shall be deemed "use or possession". It



shall not be deemed distribution, unless the delivery or transfer is by a person eighteen years of age or older to a person under the age of fifteen.

The delivery or transfer of **more than one ounce of marijuana** from one person to another, either with or without remuneration, barter or exchange, shall be deemed distribution and/or sale thereof.

**HARD DRUG, definition of:**

**Any schedule I, II, III or IV controlled substance** is considered to be a Hard Drug **except when** a Schedule II, III or IV controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

**Examples include**, but are not limited to the illegal use of: Adam, Adderall, Amytal, Anabolic Steroids, Angel Dust, Amphetamine, Black Tar, Blue Birds, Buttons, Cocaine, Codeine (high dose), Crack, Crystal, Darvon, Deca, Demerol, Dilaudid, Ecstasy, GHB, Hallucinogens, Hash & Hash Oil (Marijuana Concentrate), Heroin, Ice, Ketamine, Librium, LSD, Marijuana – 8 ounces or more, Mescaline, Methadone, Meth-amphetamine, MDA, MDMA, Microdot, Morphine, Mushrooms, Opium, Percocet, Percodan, Peyote, PCP, Phenobarbital, PHP, Psilocybin, Quaalude, Red Birds, Ritalin, Rohypnol, Roofies, Seconal, Smack, Special K, Speed, Spice, Steroids, STP, Talwin, TCP, Thai Sticks (soaked in hash oil), THC, Valium, Xanax, XTC, Yellow Jackets

**Drugs not included as a Hard Drug:** The legal use of Schedule II, III and IV “prescription” drugs by the person for whom the drug was legally prescribed; or the possession of Marijuana, Medical Marijuana or Ganja in a quantity under eight (8) ounces. (Note, while Medical Marijuana in a quantity less than 8 ounces is not considered a Hard Drug, the use of Medical Marijuana is not considered to be the legal use of a “Prescription Drug”.)

**MANUFACTURE (of Hard Drugs or Soft Drugs), definition of:**

**"Manufacture" or "Manufacturing" means:** For any person to produce, prepare, propagate, compound, convert, or process a controlled substance, directly or indirectly, by extraction from substances of natural origin, chemical synthesis, or a combination of extraction and chemical synthesis, and includes any packaging or repackaging of the substance or labeling or relabeling of its container.

**With respect to Marijuana** and Marijuana concentrate, “manufacture” means for any person to cultivate, grow, produce, prepare, process, or otherwise manufacture, or knowingly to allow such to be produced, processed, prepared or manufactured on land owned, occupied, or controlled by him.

For information related to **employment in a state regulated, licensed, Marijuana business enterprise**, see the definition of **Marijuana** below.

**MARIJUANA, definition of** (Including Medical Marijuana, Ganja, Marijuana Concentrate, and Edibles containing Marijuana, etc.):

**Because Marijuana is a Schedule I controlled substance under Federal law**, any use, purchase, possession, distribution, sale or manufacture (including delivery, transfer or transport from one person to another) of marijuana or its derivatives that would be regarded as illegal under the federal Controlled Substances Act (as determined at the sole discretion of the Commission) **shall in general be regarded as "illegal" for purposes of application and screening for the position of Mechanic.**

**Medical Marijuana:** Because marijuana has **no recognized medical use** under Federal Law, medical marijuana or products containing “medical marijuana” are **considered as illegal** for the purposes of application.

**Synthetic Marijuana and Salvia Divinorum:** The Synthetic Drug Abuse Prevention Act of 2012 makes it unlawful as of July 9, 2012, to use or possess any amount of synthetic cannabinoid (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner’s Sage or Seer’s Sage).

**Soft Drug – Marijuana:** Marijuana (and its derivatives) **in a quantity less than 8 ounces** is considered to be an illegal Soft Drug for the purposes of Application and Minimum Qualifications.

**Hard Drug – Marijuana:** Marijuana (and its derivatives) **in a quantity of 8 ounces or more** is considered to be an illegal Hard Drug for the purposes of Application and Minimum Qualifications.

**Exception Regarding Marijuana Distribution:** Any distribution of one (1) ounce or less of marijuana (to deliver, transfer, or transport from one person to another), without any remuneration, barter or exchange, shall generally be deemed “use” or “possession” and not “distribution”. It shall be subject to a 12-month time period for disqualification.

**Exception Regarding Employment In A State Regulated Marijuana Business:** The purchase, possession, growing, manufacture, distribution or sale of Marijuana (or any of its derivatives) as prohibited by Commission Rule and these minimum qualifications will result in a presumptive disqualification. **However**, any individual engaging in such behavior, **solely as part of their employment** in a state regulated, licensed marijuana related business enterprise may request a case by case review for exemption from such disqualification.

**SALE (of Hard or Soft Drugs), definition of:**

**"Sale" means:** An illegal barter, exchange, or transfer for payment or promise of payment, of a controlled substance, and each such transaction made by any person, whether for the benefit of the seller or on behalf of another.

Any action on behalf of another (as the **middleman or go-between**, acting for either the seller or the purchaser) in an illegal sale or purchase of a controlled substance, which includes being an active participant in the actual transfer of the drugs or assets involved, shall be deemed Sale and not Purchase.

For information related to **employment in a state regulated, licensed, marijuana business enterprise**, see definition of **Marijuana**.

**SOFT DRUG, definition of:**

**Marijuana or Medical Marijuana in a quantity under eight (8) ounces, and any Schedule V controlled substance**, except when a Schedule V controlled substance is possessed or used pursuant to being dispensed by or under the direction of a person licensed or authorized by state or federal law to prescribe or administer the drug.

**Examples include** but are not limited to the illegal use of: cough syrup with low dose codeine, Robitussin AC, Lyrica, and any use of Ganja, Marijuana or Medical Marijuana, or the possession of Marijuana or Medical Marijuana but only in a quantity less than eight (8) ounces.

**Drugs not included as Soft Drugs:** The legal use of Schedule V “prescription” drugs by the person for whom the drug was legally prescribed. (Note: Medical Marijuana is never considered a legal “prescription drug”)

## **CRIMINAL CONVICTIONS INVOLVING OR RELATED TO ANY CONTROLLED SUBSTANCE**

### **NO FELONY CONVICTION, AT ANY AGE, INVOLVING HARD OR SOFT DRUGS – LIFETIME DISQUALIFICATION:**

Any individual who **has ever been “convicted of” a felony offense** involving or relating to any (controlled substance) hard drug or soft drug **will be disqualified**. This includes the “adjudication” of a juvenile for a like offense that would be classified as a felony if committed by an adult.

### **NO MISDEMEANOR CONVICTION – INVOLVING OR RELATED TO A CONTROLLED SUBSTANCE – WITHIN 120 MONTHS (10 Years) PRIOR TO APPLICATION**

1. Any individual who has been **convicted of a misdemeanor offense** involving or relating to any controlled substance (Hard or Soft Drug), **WITHIN the period of 120 Months (10 Years) prior to the date of application**, will be disqualified. This includes the “adjudication” for a like offense that would be classified as a misdemeanor if committed by an adult.

### **A MISDEMEANOR CONVICTION – INVOLVING OR RELATED TO A CONTROLLED SUBSTANCE – MORE THAN 120 MONTHS (10 Years) PRIOR TO APPLICATION – PRESUMPTIVE DISQUALIFICATION**

1. Any individual who has been **convicted of a misdemeanor offense** involving or relating to any controlled substance (Hard or Soft Drug), **MORE THAN 120 months (10 Years) prior to the date of application**, will be subject to a presumptive disqualification. (This includes the adjudication for a like offense that would be classified as a misdemeanor if committed by an adult)

**However, the individual so disqualified may request a case by case review for exemption from disqualification.**

## **NO ILLEGAL DISTRIBUTION, SALE OR MANUFACTURE OF HARD OR SOFT DRUGS**

### **NO ILLEGAL DISTRIBUTION OF HARD OR SOFT DRUGS:**

#### **AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION.**

#### **WHILE UNDER AGE 21:**

#### **Hard Drug Distribution – 120 MONTH (10-Year) DISQUALIFICATION**

#### **Soft Drug Distribution – 60 MONTH (5-Year) DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who has **provided, delivered, transferred, or transported** any hard or soft drugs **to or for another person**, either with or without remuneration, barter, or exchange, will be disqualified.

Soft Drugs includes any **Marijuana, Medical Marijuana, products or edibles containing Marijuana.** (See below for more information regarding a limited exception for 1 ounce or less of marijuana, and for information regarding employment in a state regulated Marijuana business.)

Illegal distribution of drugs includes being the **middleman, go between, or "doing a favor for a friend"** in a drug transaction by **actively transferring the drugs from one person to another** even if the middleman receives no benefit from the drug transaction.

1. An individual who engaged in the distribution of **Hard or Soft Drugs at age 21 or above** will be subject to a **Lifetime Disqualification.**
2. An individual who engaged in the distribution of **Hard Drugs while both under the age of 21** and during the **120 months prior to application,** will be disqualified.
3. An individual who engaged in the distribution of **Soft Drugs while both under the age of 21** and during the **60 months prior to application,** will be disqualified.

**Illegal distribution of any Hard or Soft Drug including Marijuana, in any quantity,** to or for another person that **did involve any payment, barter or exchange** is also considered a **Sale of drugs** and not Distribution. (See below for information regarding No Illegal Sale of Hard or Soft Drugs)

**Limited Marijuana Exception:** The “distribution” of one **(1) ounce or less of Marijuana,** that did **not involve any payment, barter or exchange** (e.g. “sharing a joint”), shall be deemed **“Use” or “Possession” and not “Distribution,”** and is subject to a 1-year disqualification time period.

**Employment in a State Regulated Marijuana Business:** For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of “Marijuana.”

**NO ILLEGAL SALE OF HARD OR SOFT DRUGS:**  
**AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION.**

**WHILE UNDER AGE 21:**

**Hard Drug Sale – 120 MONTH (10-Year) DISQUALIFICATION**  
**Soft Drug Sale – 60 MONTH (5-Year) DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who **has ever illegally provided, delivered, or transported hard or soft drugs, including any marijuana or medical marijuana** that involved **any barter, exchange, or transfer or promise of payment,** will be disqualified.

1. An individual who engaged in the Sale of **Hard or Soft Drugs at age 21 or above** will be subject to a **Lifetime Disqualification.**
2. An individual who engaged in the Sale of **Hard Drugs while both under the age of 21** and during the **120 months prior to application,** will be disqualified.
3. An individual who engaged in the Sale of **Soft Drugs while both under the age of 21** and during the **60 months prior to application,** will be disqualified. Illegal drug sale includes being the **middleman, go between, or “doing a favor for a friend”** in a drug sale or purchase by **actively**

**transferring the drugs, assets, or payment from one person to another** even if the middleman receives no benefit from the sale or purchase.

The acquisition or acceptance **into a purchaser's possession** of Hard Drugs or Soft Drugs through a sale, barter or exchange; and **involving the use of the assets or money of only the purchaser**, shall be deemed Purchase and not Sale. **Employment in a State Regulated Marijuana Business:** For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of "[Marijuana.](#)"

**NO ILLEGAL MANUFACTURE OF HARD OR SOFT DRUGS:  
AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION.**

**WHILE UNDER AGE 21:**

**Hard Drug Manufacture – 120 MONTH (10-Year) DISQUALIFICATION  
Soft Drug Manufacture – 60 MONTH (5-Year) DISQUALIFICATION**

Within the age limits and time periods specified: Any individual who **has ever illegally manufactured** (e.g. produced, prepared, processed, grown, packaged or re-packaged) **Hard or Soft Drugs, including any Marijuana or Medical Marijuana or products or edibles containing Marijuana** will be disqualified.

1. An individual who engaged in the "Manufacture" of **Hard or Soft Drugs at age 21 or above** will be subject to a **Lifetime Disqualification.**
2. An individual who engaged in the "Manufacture" of **Hard Drugs while both under the age of 21 and during the 120 months prior to application,** will be disqualified.
3. An individual who engaged in the "Manufacture" of **Soft Drugs while both under the age of 21 and during the 60 months prior to application,** will be disqualified.

**Employment in a State Regulated Marijuana Business:** For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of [Marijuana.](#)

**NO ILLEGAL DISTRIBUTION, SALE OR MANUFACTURE OF SYNTHETIC MARIJUANA or  
SALVIA DIVINORUM SINCE JULY 9, 2012:  
AT AGE 21 OR OLDER – LIFETIME DISQUALIFICATION.  
WHILE UNDER AGE 21 - 120 MONTH (10 year) DISQUALIFICATION.**

Within the age limits and time periods specified: Any individual who, **since July 9, 2012**, has ever provided, delivered, transferred, or transported, sold or manufactured, any quantity of synthetic marijuana (e.g. Spice, K2) or Salvia Divinorum (e.g. Diviner's Sage or Seer's Sage), to or for another person, will be disqualified. This includes being the **middleman** or **go between** in a drug transaction, by actively transferring the drug or payment from one person to another.

1. An individual who engaged in the Distribution, Sale or Manufacture of **Synthetic Marijuana or Salvia Divinorum at age 21 or above** will be subject to a **Lifetime Disqualification.**
2. An individual who engaged in the Distribution, Sale or Manufacture of **Synthetic Marijuana or Salvia Divinorum while both under the age of 21 and during the 120 months prior to application,** will be disqualified.

## **NO ILLEGAL USE, PURCHASE, OR POSSESSION OF HARD DRUGS OR SOFT DRUGS**

### **NO ILLEGAL DRUG USE, PURCHASE OR POSSESSION WHILE IN A PUBLIC SAFETY POSITION – 10 YEAR DISQUALIFICATION:**

1. Any individual who has ever illegally used, purchased or possessed soft drugs or hard drugs (on or off the job), during any period of time while an employee or volunteer in any law enforcement; peace officer; armed public safety; correctional officer; military police; firefighter; or medical first responder position, AND within the 120 months (10 years) prior to the date of application, will be disqualified.

### **NO ILLEGAL USE, PURCHASE, POSSESSION OF HARD DRUGS – PAST 5 YEARS:**

1. Any individual who has illegally used, purchased, or possessed hard drugs within the past 60 months (5 years) prior to application, will be disqualified.

### **NO ILLEGAL USE, PURCHASE, POSSESSION OF SOFT DRUGS – WITHIN THE PAST YEAR:**

1. Any individual who has illegally used, purchased, or possessed any soft drug, including any marijuana, products or edibles containing marijuana, medical marijuana or synthetic marijuana within the past year (12 months), will be disqualified.

**Employment in State Regulated Marijuana Business:** For information regarding employment in a state regulated Marijuana business enterprise, please see the definition of Marijuana.

### **NO ILLEGAL USE OF SCHEDULE II – IV PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU:**

1. Any individual who has used someone else's schedule II-IV prescription drug within the past 60 months (5 years), will be required to explain the details and circumstance of such use and, **MAY BE** disqualified. Any use for recreational or non-medical purposes will result in disqualification.

### **NO ILLEGAL USE OF SCHEDULE V PRESCRIPTION DRUGS NOT PRESCRIBED FOR YOU:**

1. Any individual who has used someone else's schedule V prescription drug within the past 36 months (3 years), will be required to explain the details and circumstance of such use and, may be disqualified. Any use for recreational or non-medical purposes will result in disqualification.

## **TRAFFIC AND DRIVING RELATED OFFENSES** **AUTOMATIC DISQUALIFIERS**

### **NO CONVICTION FOR OPERATING A MOTOR VEHICLE WITHOUT INSURANCE WITHIN THE PAST 1 YEAR:**

1. Any individual who has been convicted of a traffic violation/infraction based on operating a motor vehicle without insurance within the 12 months (1 year) prior to date of application will be disqualified.

### **NO DRIVER'S LICENSE SUSPENSION WITHIN THE PAST 3 YEARS:**

1. Any individual who has had their **driver's license suspended**, based on moving traffic violations/infractions, **within the past 36 months (3 years)** prior to date of application will be disqualified.

#### **NO DUI or DWAI WITHIN THE PAST 5 YEARS:**

1. Any individual who has been **convicted of DUI** (Driving Under the Influence) or **DWAI** (Driving While Ability Impaired) **within the past 60 months (5 years)** prior to date of application, will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

#### **NO MORE THAN ONE DUI or DWAI IN YOUR LIFETIME:**

1. Any individual who **has been convicted of** either a DUI (Driving Under the Influence) and/or a DWAI (Driving While Ability Impaired) offense **two (2) or more times** will be disqualified. This includes all like offenses applicable to any means of motorized transport, such as Boating Under the Influence.

#### **NO MAJOR TRAFFIC VIOLATIONS/INFRACTIONS WITHIN THE PAST 5 YEARS:**

1. Any individual who has **been convicted of** any of the following major traffic violations or infractions, within the **past 60 months (5 years) prior to the date of application**, will be disqualified.
  - a. Leaving the scene of an accident.
  - b. Eluding or attempting to elude a peace officer.
  - c. Engaging in a speed contest.
  - d. Reckless driving.
  - e. A driving infraction or offense that states the violation resulted in serious bodily injury or death

## **APPLICATION AND TESTING PROCESS**

Public notice is hereby given that the Civil Service Commission of the City and County of Denver shall hold an examination for the purpose of creating an eligible register for original appointment to the position of Mechanic for the Denver Fire Department. The eligible register shall be composed of the names of applicants who have successfully completed and passed all phases of this examination and who are approved for placement on the respective eligible register by the Civil Service Commissioners.

#### **APPLICATION PERIOD**

See Job Posting.

#### **APPLICATION PROCESS**

**How to Apply:** When the job is posted, prospective applicants can log onto the Denver Civil Service Commission website at [www.denvergov.org/civilservice](http://www.denvergov.org/civilservice) to create a profile in Workday, complete an application and online background history questionnaire, and submit required certifications, by the required deadline.

All applicants will receive an email confirming their eligibility status. Those eligible will receive further details regarding the written test process.

**Internet Access:** If an individual does not have Internet access at home to complete the online application, computers with Internet access are available at any Public Library.

### **WRITTEN TEST DATE & GENERAL TEST INFORMATION**

**Test Date & Location:** The written test will be administered on a specified date/time at a specified location. Applicants will be notified by email.

**Parking:** Free parking is not available. Parking at a meter is not recommended due to the duration of the test. Once the test has begun, applicants will not be permitted to leave the test area. There are several pay parking lots in the area.

**Test Time:** The written test WILL begin promptly at 9:00 a.m. Registration will begin at 8:45 a.m. and will close at 9:00 a.m. **LATE ARRIVALS WILL NOT BE ADMITTED!**

**Picture Identification Required to Test:** A driver's license is required to gain admittance into all Civil Service tests/appointments.

**Length of Test:** Applicants should plan on spending 2 and 1/2 hours to complete the entire test process.

### **VACATIONS AND/OR EXTENDED ABSENCES**

Upon successful completion of the written test, applicants must notify the Commission in writing of any vacation or extended absence of more than seven (7) days in duration to ensure proper notifications can be made.

### **EXAMINATION AND SCREENING PHASES**

#### ***PHASE I — APPLICATION/BACKGROUND QUESTIONNAIRES/CERTIFICATES***

Qualified/Not Qualified

#### ***PHASE II — WRITTEN TEST***

33 maximum points

**Confidentiality Agreement:** The contents of the Civil Service Commission tests are considered highly confidential and may not be divulged in any manner to anyone. Applicants who test are required to maintain the integrity of the tests and will be required to sign a confidentiality agreement at the time of the written test and at the time of the practical test. Additionally, applicants who are processed will be subject to questions during the polygraph regarding maintenance of the confidentiality agreement.

**Written Test:** The written test will be administered on date/time and at location indicated in the original job posting. The determination of the minimum passing score on the written test shall be made by the Civil Service Commission after all applicants' answer sheets have been scored but before any applicant's identity is known by any Commissioner.



**Failing the Written Test:** Applicants who fail the Written Test will be required to wait until the next Mechanic registration period to re-apply, unless otherwise provided by Commission Rule.

**The following steps are required only if applicants pass the Written Test and are selected for additional testing and screening:**

When selecting individuals for additional testing and screening, the Commission will consider an applicant's Written Test score and the anticipated personnel needs of the Department of Safety.

**PHASE III—COMPLETION OF BACKGROUND HISTORY PACKET** Commission Review

Applicants selected for further screening/processing are required to complete a background history packet detailing, but not limited to: general personal information, education and training, military service, employment, experience and volunteer history, motor vehicle record, drug use, alcohol use, legal issues, references, and financial information. The information provided must be complete and honest. Omissions or falsification of information may be grounds for disqualification.

**PHASE IV—WRITTEN SUITABILITY ASSESSMENT** Commission Review

This phase consists of a battery of non-medical written tests specifically designed to assess behavior and character traits to determine if an individual is suitable for employment as a Police Officer or Firefighter. The written suitability tests are not pass/fail however, a Commission designated psychologist utilizes the assessment as one tool in their review to determine if an applicant is rated as "suitable" or "unsuitable" to continue in the screening process.

**PHASE V—POLYGRAPH** Commission Review

All applicants take a polygraph examination. The polygraph is used in review of an applicant's qualifications and suitability.

**Fee Assessed for Not Attending/Late Arrival for Scheduled Polygraph Appointment:** Applicants unable to attend their scheduled appointment are required to cancel their appointment by contacting the polygraph examiner at least 24 hours in advance. Applicants who arrive late to a scheduled appointment will be required to reschedule and pay the administration fee, **up to \$200.00 assessed** by the polygraph examiner.

Applicants who are a "no-call/no-show" for their appointment will be removed from the testing process and disqualified. Furthermore, a "no-call/no-show" applicant will also be prohibited from re-applying until this assessed fee is paid.

**PHASE VI—SUITABILITY ASSESSMENT/INTERVIEW** Suitable/Unsuitable

Applicants will be interviewed by a licensed psychologist retained by the Commission. The application documents and Background History Form, along with the results of the Written Suitability Assessment, the Polygraph, and the Suitability interview, are all used by the psychologist to assign a rating to each applicant. Applicants must have an acceptable rating to continue in the examination process. The psychologist's review of the written suitability tests, and his/her interview of the applicant, are both non-medical in nature and are used in an assessment of an applicant's behavior and character traits to

determine if an individual is at significant risk for employment problems as a Denver Firefighter. The report on any individual deemed “unsuitable” by the psychologist, will be submitted to the Civil Service Commissioners for additional review. Upon the Commissioners’ review of the report, it will be determined whether an applicant moves forward in the process. An applicant who is not moved forward by the Commissioners will be removed from further processing and prohibited from reapplying to either Denver Fire Department or Denver Police Department for a period of (1) year from date of notification.

**Fee Assessed for Not Attending/Late Arrival for Scheduled Suitability Interview:** Applicants unable to attend their scheduled appointment are required to cancel their appointment by contacting the psychologist at least 24 hours in advance. Applicants who arrive late to a scheduled appointment will be required to reschedule and pay the administration fee, **up to \$200.00 assessed** by the psychologist.

Applicants who are a “no-call/no-show” for their appointment will be removed from the testing process and disqualified. Furthermore, a “no-call/no-show” applicant will also be prohibited from re-applying until this assessed fee is paid.

### ***PHASE VII—PRELIMINARY FILE REVIEW***

Pass/Fail

At various times during the examination and screening process an applicant’s file will be reviewed by the Executive Director and/or designated Commission staff to determine qualifications and suitability for hire. An applicant will be subject to immediate disqualification at any time for failure to meet the minimum qualifications and standards established by the Commission. In addition, any falsification, omission of information, or material misrepresentation of fact by an applicant may also be grounds for disqualification. Applicant files may also be reviewed by the Commissioners for suitability. Applicants who fail preliminary review will be removed from further processing and prohibited from reapplying to either Denver Fire Department or Denver Police Department for a period of (2) year from date of notification.

### ***PHASE VIII—BACKGROUND INVESTIGATION***

Commission Review

Applicants will be investigated as to character, conduct, driving record, employment, criminal history, and references. The background investigator will also use the results of the polygraph exam and the suitability assessment when conducting the background investigation. The results of the background investigation will be reviewed by the Civil Service Commission and are considered confidential.

### ***PHASE IX—COMMISSION DELIBERATIVE REVIEW***

Pass/Fail

The results of the background investigation, polygraph and suitability assessment, along with information contained in the applicant’s file related to qualifications and suitability will be reviewed, by the Board of Civil Service Commissioners. An applicant must meet the minimum standards related to qualification and suitability to the satisfaction of a majority of the Commission, to be approved for placement on the eligible register. Applicants who fail Commissioners’ Deliberative Review will be removed from further processing and prohibited from reapplying to either Denver Fire Department or Denver Police Department for a period of (2) year from date of notification.

Pass/Fail

### ***PHASE X— DEPARTMENT INTERVIEW***

## ***PHASE XI—PRACTICAL TEST***

67 maximum points

**Practical Test:** A practical test will be administered to applicants who receive a passing score on the Written Test and pass all additional Civil Service Commission testing and screening. The practical test will be administered at the Denver Fire Department mechanic shop. Selected applicants will be notified via email date of the specific logistics as well as their specific date and time for the practical test.

**Ranking/Final Examination Score/Examination List:** Applicants who pass the Written Test and who successfully complete the Practical Test will be **ranked** based on their sum of the converted written test score and the converted practical test score, plus any Military Veteran Preference Points, as applicable. The Final Examination Score (converted test scores plus Military Preference Points) is the score used to rank applicants on an examination list for selection for additional testing and screening. Ties shall be broken randomly.

**Military Veteran Preference Points:** Military veteran preference points shall be awarded in accordance with Article 12, Section 15 of the Constitution of the State of Colorado. A total of either five (5) or ten (10) Veteran preference points (no more than a total of ten points) shall be added to the Converted Written Test Score and Converted Practical Test Score of any applicant who qualifies.

**THE ORDER OF TEST PHASES:** The Commission reserves the right to change the order of test phases as required. Failing any portion of the examination shall disqualify the applicant from any further participation in the examination process until the next registration period for testing unless otherwise allowed by Commission rule.



**DENVER**  
THE MILE HIGH CITY

# MECHANIC SELECTION PROCESS



## Important to Note:

This is a lengthy and extensive process, some processes may be completed simultaneously, and the order of administration of testing and screening components may be modified.

## **APPLICANT RESPONSIBILITY FOR ADDITIONAL TEST PHASES**

If an applicant anticipates the need to **miss** any scheduled test or appointment, an alternate schedule must be requested in writing from the Civil Service Commission. All requests will be evaluated on a case-by-case basis. Rescheduling will occur only if an available time slot exists. If no alternate time exists, and the applicant cannot attend the originally scheduled time, the applicant will be disqualified from further testing.

Applicants who **fail** to show for further phases when notified in writing may be stricken from the examination list and disqualified from further phases. **Failure to appear on time** for any part of the examination as set forth herein or for any other scheduled appointment may also result in potential disqualification from further testing.

## **ELIGIBLE REGISTER**

An Eligible Register for original appointment shall be established and maintained to accommodate anticipated personnel needs of the Department of Safety. An eligible register shall contain a rank order listing of the names of approved applicants from the corresponding examination list. Applicants who pass all above mentioned Commission test phases may be placed on an eligible register for original appointment for possible certification to the Executive Director of Safety, if their final examination score so warrants.

## **CERTIFICATION**

When a requisition to hire for a Mechanic has been received from the Executive Director of Safety, the Commission shall certify to the Manager of Safety a list of names equal to the number to be appointed plus as many names from the respective Eligible Register in rank order as the Commission deems necessary. From the certification list received, the Executive Director of Safety shall select those applicants, in consideration of an appointment, who are to receive a conditional offer of employment.

## **FIRE DEPARTMENT PANEL INTERVIEW**

Applicants who have been certified for consideration for original appointment as a Mechanic may be subject to an interview by a panel of members from the Denver Fire Department.

## **CONDITIONAL OFFER OF EMPLOYMENT**

The Executive Director of Safety retains the authority to extend a conditional offer of employment or to rescind a conditional offer based on the provisions of the City and County of Denver Charter, the Denver Civil Service Commission Rules, and other relevant legal authority (including the Americans with Disabilities Act).

**A conditional offer of employment may be revoked** if an applicant is unable to perform the essential functions of the job (with or without reasonable accommodation); poses a direct threat to the health and safety of themselves or others; is unable to comply with the post-conditional offer appointment schedule; or is unable to begin work with the Denver Fire Department when scheduled. The conditional offer may also be revoked should an applicant have his/her name removed from the Eligible Register or be determined that he/she does not meet the qualifications for original appointment.

Applicants receiving a conditional offer of employment from the Executive Director of Safety are subject to the following:

**MEDICAL EVALUATION:** Applicants shall be required to successfully undergo a medical evaluation at the City's expense. The medical evaluation includes, but is not limited to, a medical examination, a psychological test, a post-job offers questionnaire, a psychological evaluation, and a drug screen. In order to be hired, each applicant must be able to perform the essential functions of the job (with or without reasonable accommodation, as appropriate). Further, the applicant shall not pose a direct threat to the health and safety of themselves or others, as determined by a medical evaluation conducted by the approved medical examiner and psychologist, consistent with the Americans with Disabilities Act. Applicants shall be provided individual consideration in the assessment of any disability-related physical or mental limitations and the ability to provide reasonable accommodation for those limitations.

**DRUG SCREEN:** As part of the drug screen, drug use will be evaluated first against the Minimum Qualifications, and as appropriate on a case-by-case basis and may be grounds for disqualification. If the drug screen (hair follicle analysis) shows the use of a controlled substance, that fact may be cause for disqualification. Where use of a prescription drug is detected, applicants may be required to offer proof that the drug has been prescribed by a physician for the applicant. If the applicant is unable to provide such proof, employment may be denied. Employment may also be denied where future or continued use of a prescribed drug poses a threat to safety or would impair job performance. The question of future or continued use of a prescribed drug shall be referred to the medical examiner for an evaluation and recommendation under the Civil Service rules and other applicable legal authority.

### **FINAL JOB OFFER**

Contingent on the number of available positions, final job offers will be made to certified applicants who have successfully completed all conditional offer testing/screening and who are able to perform the essential functions of the job (with or without reasonable accommodation) and who don't otherwise pose a direct threat to the health and safety of themselves or others.

### **MILITARY SERVICE and VETERAN PREFERENCE POINTS**

**Every applicant for original appointment who is a Veteran, regardless of eligibility for Veteran preference points, is required to submit a copy of his/her DD214 (Member-4 or Service-2 copy),** as part of the background investigation, for verification of the nature and character of military service.

To be considered for an award of Veteran preference points, **please provide the copy of your DD-214 (Member-4 or Service-2 copy) to the Commission at the time of the Written Test.** If you are unable to provide proof at that time, the Commission will add Veteran preference points to an eligible applicant's Converted Written Test Score and Converted Oral Test Score **upon receipt of proof of eligibility.** Preference points shall be awarded only when proof is provided. An applicant currently serving on active duty is not a Veteran, unless he/she has previously separated from the Armed Forces of the United States.

As provided by the Constitution of the State of Colorado, Article 12, Section 15, Veteran preference points shall be awarded to each applicant who has served, other than for training purposes, in any branch of the Armed Forces of the United States, who is separated under honorable conditions, and who has met the requirements of service or disability. Veteran preference points shall also be awarded to a **surviving spouse** of any such Veteran. [See below for more specific information on preference points.]

A total of either five (5) or ten (10) Veteran preference points (no more than a total of ten points) shall be added to the Converted Written Test Score and Converted Oral Test Score of any applicant who qualifies. A pertinent summary of those who may be eligible for Veteran preference points is provided below:

**Five (5) preference points** may be awarded to:

1. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard during the following **periods of undeclared war or armed hostilities**:
  - a. For more than 180 consecutive days, any part of which occurred after January 31, 1955, and before October 15, 1976;
  - b. During the Gulf War period beginning August 2, 1990, and ending January 2, 1992; or
  - c. For more than 180 consecutive days, any part of which occurred during the period beginning September 11, 2001 and ending on the date prescribed by Presidential proclamation or by law as the last day of Operation Iraqi Freedom.
2. Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard in any campaign or expedition for which a **campaign or expeditionary medal has been authorized**, such as El Salvador, Lebanon, Granada, Panama, Southwest Asia, Somalia, Haiti, Afghanistan and Iraq. (See the following for examples of medals that do and do not qualify.)

Examples of Campaign and Expeditionary Medals that **Qualify** for Veteran Preference:

Armed Forces <u>Expeditionary</u> Medal Navy Expeditionary Medal Marine Corps Medal for various operations Southwest Asia Service Medal	Vietnam Service Medal Kuwait Liberation Medal Global War on Terrorism <u>Expeditionary</u> Medal Kosovo Campaign Medal
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Examples of Non-combat Medals that Do Not Qualify for Veteran Preference:

The Medal of Merit The Medal of Freedom The Antarctica Service Medal The National Defense Service Medal	The Armed Forces Service Medal The Global War on Terrorism Service Medal The Armed Forces Reserve Medal
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3. The **surviving spouse** of any Veteran who was or would have been entitled to Veteran preference points under paragraph 1(A) or 1(B) above or, of any person who died during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.
  - a. For a surviving spouse to receive Veteran preference points, the surviving spouse must submit to the Commission a letter from the Veterans Administration verifying the marital relationship and documentary proof to establish that 1) the deceased Veteran would have qualified under paragraph 1(A) or 1(B) above, or 2) the deceased Veteran died either during such service or as a result of service connected cause while on active duty in any such branch, other than for training purposes.

**Ten (10) preference points** may be awarded to (certain disabled Veterans):

Any Veteran with an honorable or general discharge who served on active duty (other than for training purposes) in the Army, Navy, Air Force, Marine Corps, or Coast Guard, as provided in paragraph 1(A) or 1(B) above, **AND**

Who, because of disability incurred in the line of duty (service connected disability), is receiving monetary disability compensation or disability retirement benefits by reason of public laws administered by the Department of Defense or the Veterans Administration.

A letter from the Veterans Administration, dated within the prior six (6) months, stating that the applicant is receiving monetary compensation or disability retirement benefits because of a 10% or greater disability incurred in the line of duty shall constitute proof of a service-connected disability.

## **ESSENTIAL FUNCTIONS OF A MECHANIC**

1. Maintain or repair all types of automobiles, vans, and light duty trucks of all types including two-wheel drive, four-wheel drive, and all-wheel drive.
2. Maintain or repair pumping fire apparatus.
3. Maintain or repair aerial ladder (and platform) fire apparatus.
4. Maintain or repair heavy rescue, hazmat, and other specialty fire apparatus.
5. Maintain or repair wild land fire apparatus.
6. Repair or overhaul fire pumps.
7. Repair or overhaul foam systems.
8. Conduct acceptance tests on all new fire pump-equipped vehicles.
9. Conduct acceptance tests on all new aerial ladder/tower apparatus.
10. Annually test pumps, aerial ladder/tower apparatus, brakes, etc.
11. Record results of all tests for Department records.
12. Operate as road call service mechanic as assigned.
13. Maintain or repair self-contained breathing appliances.
14. Maintain or repair power supply generators (stationary and portable).
15. Maintain or repair gasoline engine rescue saws and chain saws.
16. Repair or overhaul automatic transmissions.
17. Repair or overhaul manual transmissions.
18. Repair or overhaul drive train components.
19. Repair or overhaul suspension systems.
20. Repair or overhaul carburetor/fuel injection systems.
21. Repair or overhaul air/hydraulic brake systems.
22. Repair or overhaul electrical wiring systems.
23. Repair or overhaul air conditioning systems.
24. Repair or overhaul hydraulic systems.
25. Repair or overhaul cooling systems.
26. Operate mechanical, electronic and computerized diagnostic and testing equipment.
27. Diagnose mechanical problems using diagnostic equipment and own experience.
28. Perform sheet metal layout work for vehicle body rebuilding and general fabrication.
29. Design and construct vehicle and equipment parts from sheet metal, steel, brass, bronze, aluminum and fiberglass.
30. Perform body repairs for all types of vehicles.
31. Operate power sheet metal brake.
32. Operate power shear.
33. Operate hydraulic iron worker.
34. Operate electric arc welder.
35. Operate MIG and TIG welders.



36. Operate plasma cutter.
37. Operate oxygen/acetylene welding and cutting torch.
38. Operate propane torch.
39. Operate metal lathes.
40. Operate milling machines.
41. Operate drill press.
42. Operate hydraulic press.
43. Operate other tools as necessary.
44. Clean up own work area and stores tools in designated places daily.
45. Become proficient at using a personal computer and current fleet management software to record all labor codes and hours spent on jobs, to record parts used on jobs, and to write detailed descriptions of actual work performed.

## **PHYSICAL REQUIREMENTS**

1. Standing: remaining on one's feet in an upright position for extended periods of time on all types of surfaces.
2. Lifting: raising or lowering an object from one level to another weighing up to 80 pounds.
3. Carrying: transporting an object, usually by hand, arm or shoulder.
4. Reaching: extending the hand(s) and arm(s) in any direction.
5. Handling: seizing, holding, grasping or otherwise working with hand(s).
6. Fingering: picking, pinching or otherwise working with fingers.
7. Talking: expressing or exchanging ideas by means of spoken words.
8. Hearing: perceiving the nature of sounds by the ear.
9. Repetitive motions: making frequent movements with a part of the body.
10. Eye/hand/foot coordination: performing work through using two or more.

## **Essential Mental Functions**

1. Mathematical Reasoning
2. Memorization
3. Oral Comprehension
4. Spatial Orientation
5. Written Comprehension

## **Essential Knowledge, Skills and Abilities**

1. Knowledge of a very broad scope of vehicle associated systems, including but not limited to: engine, fuel, exhaust, emission, suspension, electrical, computer, multiplex, drive train, body and paint, tires, wheels, brakes.
2. Knowledge of and ability to safely use the appropriate tools in all aspects of vehicle repair.
3. Knowledge of and willingness to adhere to appropriate safety procedures that may be associated with any particular make, model or style of vehicle.
4. Knowledge of transfer cases, suspensions and axle systems associated with specialized drive systems. (Multi-axle drives, all wheel steering, etc.)
5. Knowledge of G.V.W. (Gross Vehicle Weight) ratings with respect to operational safety of a vehicle.

6. Knowledge of heavy-duty automatic transmissions and all associated principles of operation.
7. Knowledge of manual transmissions and all associated principles of operation.
8. Knowledge of drive train components (both light and heavy duty) and understanding of dangers associated with using “substitute” parts or procedures to short cut repairs.
9. Knowledge of different suspension systems (i.e., strut, coil spring, elliptic or semi-elliptic spring, air ride, walking beam, torsion bar, etc.).
10. Knowledge of and experience with heavy duty suspension systems and an appreciation for the potential of accident or serious injury to equipment user and the citizen at large in the event of a suspension failure or mechanic error.
11. Knowledge of types of carburetor/fuel injection systems.
12. Knowledge of ability to use safety procedures relating to fuels and fuel systems.
13. Knowledge of and ability to repair both hydraulic and air brake systems.
14. Knowledge of different types of air/hydraulic brake systems.
15. Knowledge of and ability to use safety procedures related to repair or overhaul of air/hydraulic brake systems.
16. Knowledge of and experience with heavy duty brake systems and an appreciation for the potential of accident or serious injury to equipment user and the citizen at large in the event of a brake failure or mechanic error.
17. Knowledge of complex automotive electrical systems and ability to troubleshoot and repair same.
18. Knowledge of and ability to mount external (aftermarket) electrical components and properly integrate same with vehicle electrical systems.
19. Knowledge of and ability to use safety procedures related to electrical systems.
20. Knowledge of different types of hydraulic systems and ability to repair same.
21. Knowledge of basic fluid hydraulics and familiarity with hydraulic system components.
22. Knowledge of and ability to use safety procedures related to hydraulic systems.
23. Knowledge of basic cooling systems and familiarity with cooling system components.
24. Knowledge of different types of diagnostic software and testing systems.
25. Knowledge of types of sheet metal used for layout work for vehicle body rebuilding.
26. Knowledge of equipment needed to perform metal layout work for vehicle body rebuilding.
27. Knowledge of types of metals and materials used in the design and construction of vehicle and equipment parts from sheet metal, steel, brass, bronze, aluminum and fiberglass.
28. Knowledge of all aspects of machine shop work, tools and equipment.
29. Knowledge of and ability to use applicable machine shop safety procedures or precautions.
30. Knowledge of basic operation and use of power sheet metal brake.
31. Knowledge of basic operation and use of power shear.
32. Knowledge of types of metals and rods to use when operating an electric arc welder.
33. Knowledge of both AC and DC use in welding.
34. Knowledge of types of metals and rods to use when operating inert gas welders.
35. Knowledge of basic use of metal lathe.
36. Knowledge of types of materials used with a metal lathe and appropriate methods of machining each.
37. Knowledge of operation of hydraulic press.
38. Knowledge of various tools and techniques for proper and safe use.
39. Knowledge of reasons for cleaning up work areas and putting tools away properly.
40. Knowledge of basic mathematics, such as addition, subtraction, division and multiplication.
41. Skill in using appropriate electronic and mechanical diagnostic equipment, interpreting results, and taking action necessary to make a proper repair.
42. Skill in operation of multiple vehicle types including, light, medium, and heavy duty as well as motorized shop equipment (forklift).

43. Skill in carrying out necessary repairs on both heavy duty and light duty transmissions and taking action necessary to affect repair.
44. Skill in diagnosing malfunctions, using correct test equipment in an efficient, safe and timely manner.
45. Skill in performing repair and overhaul of drive train components.
46. Skill in repairing and overhauling all types of fuel systems.
47. Skill in performing independent diagnosis of problems when specialized diagnostic equipment may not be available.
48. Skill in repairing and overhauling external electrical components.
49. Skill in using diagnostic test equipment to test, analyze, repair, overhaul, isolate or rule out a problem.
50. Skill in using hand and power tools in an efficient and safe manner.
51. Skill in repairing cooling systems.
52. Skill in measuring and calculating needed material and laying out patterns when performing sheet metal layout work for vehicle body rebuilding or fabricating.
53. Skill in building various parts, bushings, spacers, etc., from sheet metal, steel, brass, bronze, aluminum and fiberglass.
54. Skill in welding in all positions.
55. Skill in setting up metal lathes, sharpening and selecting appropriate cutting tools, and selecting proper feeds and sequences.
56. Skill in setting up and performing tasks on the drill press.
57. Skill in ensuring that parts used are recorded immediately.
58. Skill in attending to details of paperwork completion.
59. Skill in the use of computers for data entry and retrieval.
60. Skill in interpersonal relationships as applied to contact with colleagues, supervisors, other members of the fire department and the public.
61. Ability to perform assigned tasks in an efficient and timely manner.
62. Ability to maintain and effect repairs on four-wheel drive vehicles.
63. Ability to repair and maintain front and rear two-wheel drive systems.
64. Ability to perform repair and overhaul of automatic transmissions.
65. Ability to perform repair and overhaul on manual transmissions.
66. Ability to perform diagnostic tests in an efficient, safe and timely manner.
67. Ability to use hand and power tools in an effective and safe manner.
68. Ability to recognize fuel contaminants and identify related problems in a usage situation.
69. Ability to repair fuel contaminant problems.
70. Ability to follow and willingness to adhere to rigid test and documentation procedures.
71. Ability to use safety procedures and equipment effectively at all times.
72. Ability to learn from past experience and/or mistakes.
73. Ability to utilize own experience to diagnose mechanical problems when necessary.
74. Ability to use metal cutting and shaping tools, body hand tools and body filling techniques.
75. Ability to judge, using experience and training, whether to repair or replace body parts.
76. Ability to recognize various metals and alloys and choose appropriate method of welding and appropriate filler rod.
77. Ability to set up and perform tasks on the metal lathe.
78. Ability to convert various aspects of machine to accommodate different product configurations.
79. Ability to recognize and use related components when operating a hydraulic press.
80. Ability to write legibly and to express oneself clearly and accurately in writing, using proper grammar, punctuation and spelling.

81. Ability to relate job type to repair code categories.
82. Ability to tolerate redundant and sometimes complicated forms and records.
83. Ability to maintain and portray a positive attitude toward performing task.
84. Ability to maintain a mental focus on a task in a very distracting environment.
85. Ability to maintain harmonious relations with co-workers.
86. Ability to type at a functional level.
87. Ability to convert data from U.S. standards to metric standards.
88. Ability to work at elevated levels exceeding 100 feet.
89. Ability to work in confined spaces.

**DENVER CIVIL SERVICE COMMISSION**

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