



63 4 Corners Rd, Port Townsend, WA 98368

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August 14, 2019

Dear Applicant:

Thank you for your interest in the Mechanic position. Enclosed is an Application Packet, which includes a complete job description and the application materials to be completed and returned. The position is a full time, hourly wage position, with an excellent benefits package. Please feel free to contact me for specifics on wages and benefits.

Resumes, letters of reference, and proof of special training/qualifications may be included but **will not** be acceptable substitutes for required materials listed below. Incomplete applications will be rejected. **You must follow these steps**, clicking “apply” at internet sites will not be sufficient. The following is required to be considered a complete application:

- Completed & signed Jefferson Transit application
- Completed Supplemental Questionnaire
- Three professional references – include names, address, phone number(s), email

Completed applications may be submitted in person to 63 4 Corners Rd, Port Townsend WA 98368 or emailed to [dpalmer@jeffersontransit.com](mailto:dpalmer@jeffersontransit.com).

Recruitment steps include:

- Position open until filled, first review on August 30, 2019
- Applicants advanced in the process will be asked to provide an ***Employment Driving Record***, available through the WA ST Dept. of Licensing for a fee (Please do not submit at time of application)
- An online test assessment will be conducted
- Interview that may include practical testing to demonstrate mechanical aptitude
- Hire date including Drug & Alcohol test and Essential Physical Function test will be at the earliest opportunity of selected candidate.

Sincerely,

*Deb Palmer*  
Human Resources

**Customer Service (360) 385-4777**

**Administrative Offices (360) 385-3020**

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[www.JeffersonTransit.com](http://www.JeffersonTransit.com)