

**HAMILTON TOWNSHIP
JOB POSITION DESCRIPTION**

POSITION TITLE: **Mechanic**
DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Public Works Director
PAY RATE: Hourly per Teamster's Union Contract
CLASSIFICATION: M – F (some evening and weekends required) / 7:00 a.m. – 3:30 p.m. / Non-Exempt / Teamster's Union Member

JOB DESCRIPTION:

Performs emergency and support vehicle maintenance, repair, and support duties under direction of Public Works Director for all Hamilton Township owned vehicles; able to operate road, park, police, emergency fire apparatus, emergency medical apparatus and various equipment; maintains records and documentation related to maintenance services for all vehicles / equipment in a computer generated system; provides annual budget recommendations for future needs; basic knowledge in handling front disc and air braking system repairs; performs related road division work (per workload availability) as described for Highway Worker 1 and/or 2.

SKILLS REQUIRED:

Any combination of training and work experience which indicates possession of the skill, knowledge, and abilities listed above. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An example of acceptable qualifications for this position is:

- High School Diploma or G.E.D.
- Basic knowledge of mechanic tools.
- Current working knowledge of various fleet vehicles (*i.e. Ford, Chevrolet, International and Specialty Vehicle/Equipment*)
- Maintains technical knowledge of Hamilton Township fleet by attending educational workshops; reviewing technical publications; establishing personal networks.
- Electrical system repair certification or equivalent experience.
- Operate and maintain cellular phone. Willing to carry this equipment on and off duty.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to apply concepts such as commissions, fractions, percentages, ratios, and proportions to practical situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to assess, plan, organize, and execute essential job functions without a need for constant supervision.
- Ability to cooperate with fellow employees and general public.
- Ability to understand written and oral instructions.
- Ability to exhibit emotional stability and courage in performing potentially dangerous duties under stress; must be of good moral character with ability to distinguish and disseminate sensitive information; must become knowledgeable of geography of Township.

SKILLS PREFERRED (MUST OBTAIN WITHIN 6 MONTHS)

- Obtain Emergency Vehicle Technician Certification
- CDL-A with Air Brake endorsement to operate motorized equipment of size and type regulated by sections 4506.1, 4506.03, and 4506.12 of the Ohio Revised Code.
- Skill in diagnostic equipment related to vehicle wiring and electrical system repair
- Diesel engine repair certification
- Front disc and / or air brake system certification (i.e. Meritor Wabco and Bendix).
- Fire and EMS apparatus repair certification or equivalent experience.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Meets entry level physical requirements pertaining to health as required by OSHA.

While performing job duties, the employee is regularly required to talk, hear, use hands to finger, handle, or feel. The employee is frequently required to stand and reach with hands and arms. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. The employee must regularly lift and/or move more than 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, outside weather conditions, and vibration. The employee is frequently exposed to moving mechanical parts, toxic or caustic chemicals, extreme cold, and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; risk of electrical shock; explosives; and risk of radiation. The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; polygraph; physical; psychological profile; drug and alcohol test; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.