
Mechanic I

This Job Announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates applying to the above position to possess and provides background information on the community and Hamilton Township.

Importantly, this Job Announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview, and appointment consideration.

Candidate Qualifications Profile

Hiring Range: Hourly, \$20.00 - \$22.00, based on qualifications
Classification: Mon-Fri, 7am - 3:30pm,
(Some evenings & weekends required)
Reports To: Public Works Director
FLSA: Non-Exempt
Posted: July 1, 2021
Closes: Open until filled
Department: Public Works
Status: 40 hours per week

General Statement of Duties and Distinguishing Features of Class An individual performing the work of this position must have mechanical aptitude and interest in work that involves solving mechanical problems; a thorough knowledge of the principles of internal combustion engines; ability to work independently as well as with groups; familiarity with standard techniques and tools necessary to perform mechanical repairs; and understanding of hazards and safety precautions necessary for safe performance of assigned duties.

Performs emergency and support vehicle maintenance, repair, and support duties under direction of Mechanic II 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; 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.

Examples of Work (Illustrative Only)

- Inspects, schedules, and provides preventive maintenance on passenger cars, light and heavy trucks, emergency equipment, and other vehicles and township equipment.
- Performs various repairs including engine overhauls, trouble shooting, general service, and welding and fabricating jobs.
- Maintains accurate records of all maintenance and repair activities and an inventory of all necessary parts and supplies.
- Performs diversified electrical, mechanical, and hydraulic work on gasoline, diesel, and non-powered equipment.
- Analyzes and resolves equipment problems, using a variety of automotive shop equipment and tools
- Road tests vehicles to make certain repairs have been properly performed.
- Reads and interprets documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Repairs minor body damage.
- Spot paints cars and trucks.
- Performs other duties work as required.

Skills, Knowledge, and Abilities:

- Two years experience in motor vehicle work, or any equivalent combination of experience and training;

- Current working knowledge of various fleet vehicles (i.e. Ford, Chevrolet, International, and Specialty Vehicles/Equipment)
- Possess a valid Ohio Driver's License and have maintained a good driving record;
- Thorough knowledge of State laws pertaining to the operation of motor vehicles on the highways;
- Ability to understand and follow oral and written instructions;
- Ability to read and write legibly;
- Available for scheduled and emergency overtime;
- Possess or obtain CDL, Class A license with Tanker and Air Brake Endorsement in first six months;
- Retain CDL, Class A license including Tanker AND Air Brake Endorsement through life of employment;
- Build experience as a mechanic across a wide range of vehicles
- Ability to use diagnostic equipment related to vehicle wiring and electrical system repair;
- Ability to complete tasks with limited supervision and as instructed;
- Willingness to develop as the department's needs change (i.e., continuing education);
- Maintains technical knowledge of Hamilton Township fleet by attending educational workshops, reviewing technical publications, and establishing personal networks.
- Ability to read and comprehend parts and service manuals
- Operate & maintain cellular phone. Willing to carry this equipment on & off duty.
- High-school diploma or its equivalent

Physical Requirements:

- Required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms;
- Required to climb or balance; stoop, kneel, crouch, or crawl;
- Meets entry level physical requirements pertaining to health as required by OSHA;
- Excellent physical condition - able to bend for extensive periods of time, extensive walking and standing, lift objects of 10 lbs. or greater routinely; lift and/or move up to 50 pounds frequently; lift and/or move up to 100 pounds occasionally;
- Works near moving mechanical parts, in outside varying weather conditions, extreme cold, extreme heat, loud work environment and vibration;
- Occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals, risk of electrical shock, explosives, and risk of radiation;
- Visual acuity to distinguish from short and long distances;
- Auditory acuity to hear the electronic devices, radio, or communication;
- Manual dexterity to operate light to heavy equipment, manipulate small objects;
- Successfully pass a Department of Transportation mandated drug testing program;
- Able to operate efficiently in varying climates.

Benefits Profile

- Ohio Public Employees Retirement System: 14% contribution paid by the Hamilton Township, 10% by employee.
- Health Insurance coverage with 3 plan options to fit you and your family's needs; HSA, Core PPO, or Buy Up PPO available beginning at less than \$13 per month. Effective on hire date.
- Vision coverage available for less than \$2 per month.
- Dental coverage of \$750 per dependent available for less than \$5 per month or \$1,000 per dependent for less than \$8 per month.
- Life insurance policy of \$50,000 during employment and AD&D policy of \$100,000 (Township pays premium), with supplemental options to purchase for family members at a discounted rate.
- Paid holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.
- Vacation - Eighty hours after year one through year eight; 120 hours after year eight through year fifteen, 160 hours after year fifteen through year twenty; and 200 hours after year twenty and subsequent years.
- Sick leave - Accrual rate of four hours of sick leave each bi-weekly pay period based upon hours in active pay status. (Sick leave may not be taken while on probation).
- Funeral leave – up to 5 days.
- Approved and related continuing education paid at 100% after completion of probationary period.



No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Selection Guidelines

Applications for this position can be obtained online at www.hamilton-township.org or by calling Kellie Krieger, Human Resources Manager at 513-683-8520, or emailing her at kkrieger@hamilton-township.org. Application, resume, and cover letter should be submitted to Kellie Krieger. Applications must be submitted prior to the closing date listed above the candidate qualifications. If you are selected for employment, you must be willing to undergo the following tests to commence work: Background Investigation, Polygraph, Physical, and Drug and Alcohol Test.

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*

