



**BOARD OF COUNTY COMMISSIONERS**  
**WARREN COUNTY, OHIO**  
406 Justice Drive, Lebanon, Ohio 45036  
[www.co.warren.oh.us](http://www.co.warren.oh.us)  
[Commissioners@co.warren.oh.us](mailto:Commissioners@co.warren.oh.us)

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OFFICE OF MANAGEMENT AND BUDGET

ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE: MECHANIC II  
DEPARTMENT: GARAGE  
RATE: \$22.39 -\$26.39/Per Hour  
PAY RANGE: #16  
SCHEDULED HOURS: 40 HOURS PER WEEK  
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF  
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE  
CALENDAR DAYS, BEGINNING SEPTEMBER 25,  
2024.

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) AND COMPLETE THE APPLICATION AS  
FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY  
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND  
EMAIL THE COMPLETED APPLICATION TO: [WCCOMMAPP@CO.WARREN.OH.US](mailto:WCCOMMAPP@CO.WARREN.OH.US)  
PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL THE POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL  
OPPORTUNITY EMPLOYER

# YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

## PERKS & BENEFITS WORKING FOR WARREN COUNTY



### WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



### PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



### BENEFITS

- Health Insurance\*



### RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System\*

**Health Insurance** - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

**Retirement** - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT [WWW.CO.WARREN.OH.US](http://WWW.CO.WARREN.OH.US) FOR ALL JOB POSTINGS.  
QUESTIONS CALL: SUE SPENCER 513.695.1747

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POSITION DESCRIPTION**

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**Position Title:** Mechanic II  
**Class Title:**

**Incumbent:**

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**Department:** Garage  
**Reports To:** Chief Mechanic  
**Pay Range:** 16  
**Probation:** 365 Days  
**Work Hours:** 7:30 A.M. to 4:30 P.M.

**FLSA Status:**  
**Civil Service Status:**  
**Employment Status:**  
**Lunch:**

**Non-exempt**  
**Classified**  
**Full-time**  
**Unpaid**

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**JOB RESPONSIBILITIES:**

Under general supervision, performs as vehicle mechanic to repair and maintain County vehicles and equipment; purchases parts and supplies, performs other related duties as required.

**QUALIFICATIONS:** Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above.  
An example of an acceptable qualification for this position is:

Two years experience as a skilled vehicle mechanic; or equivalent combinations of training and/or experience; demonstrable ability to repair and maintain vehicles and equipment.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

Valid Ohio driver's license  
ASE Certifications highly desirable but not required

**ESSENTIAL FUNCTIONS:**

1. Performs maintenance and mechanical repair work on vehicles and equipment (e.g., replaces and rebuilds engines, motors, transmissions, brakes, hydraulic systems, small engines, power tools, boats, tractors, etc.).
2. Performs preventive maintenance on vehicles and equipment (e.g., checks and replaces oil, fluid levels, head lights, signal lights, tires, etc.) on a regular basis.
3. Purchases parts, supplies and tools from approved vendors.
4. Maintains an inventory of needed materials and supplies.
5. Schedules repair work and ensures shop is kept in working order.
6. Installs equipment and removes equipment from County vehicles.
7. Replaces body parts, windows and vehicle rear ends.

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8. Operates equipment (e.g., scan tools, lifts, welder, torch, air tools, hand tools, etc.).
9. Demonstrate a regular and predictable attendance.
10. Maintains a valid Ohio driver's license.
11. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. May supervise the maintenance and repair of County vehicles and equipment.
2. May assign schedule, and review work.
3. May evaluate performance.
4. May assist other mechanics in analyzing repair procedures and locating source of failure.
5. Determines a need to have vehicle or equipment repaired through private sources.
6. Maintains vehicle air conditioners.

**KNOWLEDGE, SKILLS AND ABILITIES:** (\* indicates developed after employment)

**Knowledge of:** supervision; department policies and procedures; automotive and light to heavy equipment mechanics, maintenance and repair procedures; hydraulics, transmission repair, automotive electrical repair; and inventory control.

**Ability to:** understand manuals and technical instructions; cooperates with co-workers; demonstrate physical strength; and repair and maintain vehicles and equipment.

**Skill in:** heavy equipment mechanics, use of hand tools; use of power tools.

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**My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.**

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(Employee's Signature)

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(Date)

**Date Adopted:**

**Date Revised:**

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