

BOARD OF COUNTY COMMISSIONERS WARREN COUNTY, OHIO 406 Justice Drive, Lebanon, Ohio 45036 www.co.warren.oh.us Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE:

DEPARTMENT:

RATE:

PAY RANGE:

SCHEDULED HOURS:

CIVIL SERVICE STATUS:

GARAGE

MECHANIC II

\$22.39 -\$26.39/Per Hour

#16

40 HOURS PER WEEK

CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM

QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

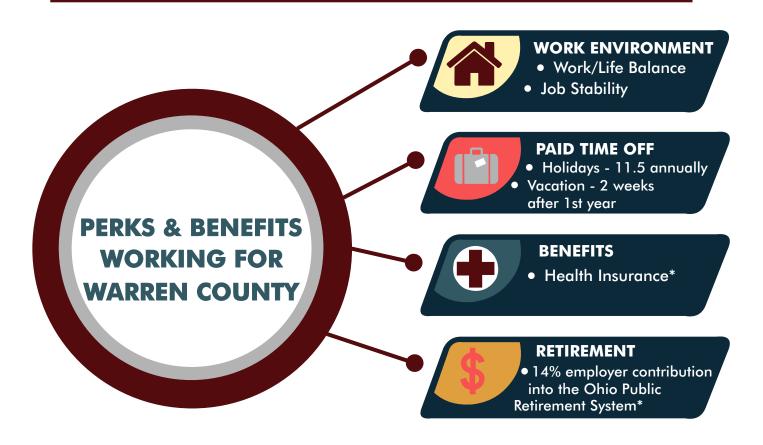
<u>POSTING PERIOD:</u> THIS NOTICE IS BEING POSTED FOR A PERIOD OF TIME NOT LESS THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, BEGINNING SEPTEMBER 25, 2024.

VISIT <u>WWW.CO.WARREN.OH.US</u> 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: <u>WCCOMMAPP@CO.WARREN.OH.US</u> 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



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 FOR ALL JOB POSTINGS. QUESTIONS CALL: SUE SPENCER 513.695.1747 Page <u>1</u> of <u>3</u>

Work Hours:

WARREN COUNTY COMMISSIONERS POSITION DESCRIPTION

Position Title: Class Title:	Mechanic II	Incumbent:	
Department:	Garage	FLSA Status:	Non-exempt
Reports To:	Chief Mechanic	Civil Service Status:	Classified
Pay Range:	16	Employment Status:	Full-time
Probation:	365 Days	Lunch:	Unpaid

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:

7:30 A.M. to 4:30 P.M.

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.

- 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.

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.

(Employee's Signature)

(Date)

Date Adopted: Date Revised: posdes.5