

# TURTLECREEK TOWNSHIP

An Equal Opportunity Employer

## JOB POSTING

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**Dept./Div.:** Maintenance Department      **Position Title:** Mechanic

**Pay Range:** \$23.00 - \$28.00      **Positions Available:** 1

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**Reports to:** Road/Maintenance Supervisor      **Employment Status:** Full Time

**Normal Hours:** 7:00 – 3:30      **FLSA Status:** Non-exempt (hourly)

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**JOB RESPONSIBILITIES:** Performs emergency and support vehicle maintenance, repair, and support duties under direction of the Road/Maintenance Supervisor for all Turtlecreek Township owned vehicles; able to operate road, 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.

**QUALIFICATIONS:** Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Must be at least 18 years of age; high school diploma or its equivalent; 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.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Possess a State of Ohio driver's license and remain insurable under the Township's vehicle insurance policy;  
Possess a current ASE Auto and Truck certification or obtain in first 12 months; Degree and/or professional certification in automotive repair preferred;  
Possess a current EVT certification, or obtain in first 18 months;  
Possess front disc and/or air brake system certification (i.e. Meritor, Wabco, and Bendix) or obtain in first 18 months;  
Possess electrical system repair certification or equivalent experience, or obtain in first 18 months;  
Possess a Commercial Driver's License (CDL-A) including Tanker and Air Brake Endorsement or obtain within first 6 months;  
Must pass drug test and background check.

**ESSENTIAL FUNCTIONS OF THE POSITION:**

1. Inspects, schedules, and provides preventive maintenance on passenger cars, light and heavy trucks, emergency equipment, and other vehicles and township equipment.
  2. Performs various repairs including engine overhauls, trouble shooting, general service, and welding and fabricating jobs.
  3. Maintains accurate records of all maintenance and repair activities and an inventory of all necessary parts and supplies.
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4. Performs diversified electrical, mechanical, and hydraulic work on gasoline, diesel, and non-powered equipment.
5. Analyzes and resolves equipment problems, using a variety of automotive shop equipment and tools.
6. Road tests vehicles to make certain repairs have been properly performed.
7. Reads and interprets documents such as safety rules, operating and maintenance instructions, and procedure manuals.
8. Repairs minor body damage.
9. Spot paints cars and trucks.
10. Maintains a clean and safe work space.
11. Follow industry standard safe work practices as well as environmental requirements.
12. May attend various seminars, public meetings, and conferences, as deemed beneficial and as authorized.
13. Maintains required licensure and certification.
14. Demonstrates regular and predictable attendance.
15. Performs any other related duties as assigned.

### **TRAINING/CERTIFICATIONS:**

Current Ohio Operator's License  
Commercial Driver's License A – (CDL-A) including Tanker and Air Brake Endorsement  
ASE Auto and Truck Certification  
EVT Certification  
Front disc and/or Air Brake System Certification  
Electrical System Repair Certification  
Drug Free Work Place Drug/Alcohol Testing Program.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:**

**Knowledge of/Skill in:** Township policies and procedures; working knowledge of various fleet vehicles (i.e., Ford, Chevrolet, International, and Specialty Vehicles/Equipment); 4 years' experience in motor vehicle work, or any equivalent combination of experience and training; thorough knowledge of State laws pertaining to the operation of motor vehicles on the highway; ability to use diagnostic equipment related to vehicle wiring and electrical system repair;

**Ability to:** carry out instructions in written, oral, or picture form; ability to read and write legibly; available for scheduled and emergency overtime; ability to complete task with limited supervision and as instructed; maintains technical knowledge of township fleet by attending educational workshops, ability to read and comprehend parts and service manuals; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; determine material and equipment needs; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare routine correspondence; prepare accurate documentation; communicate effectively; recognize safety warnings; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; resolve complaints; lift up to 75 lbs from a squatting and/or bending position;

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occasionally lift and/or move 100 pounds, required to climb or balance; stoop, kneel, crouch, or crawl, perform manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; utilize cleaning materials.

### **POSITIONS SUPERVISED:**

N/A

**Application Procedure:** Resumes and applications will be accepted at the Township Administrative Bldg., 670 N. State Route 123, Lebanon, Ohio 45036.

Employer Paid Full Medical Benefits.

**Application Deadline: Open until filled**

Posted February 2, 2023

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