

TURTLECREEK TOWNSHIP

An Equal Opportunity Employer

POSITION DESCRIPTION

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

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

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

JOB RESPONSIBILITIES: Under the supervision of the Road Supervisor, performs maintenance, service, and repair operations for all Turtlecreek Township vehicles, apparatus, and equipment, including Fire Department, EMS, and Road Department.

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; must possess a valid Commercial Driver's License A (CDL-A) or obtain within a designated timeframe and have a good driving record; must have mechanical experience; computer experience preferred; and must have reliable transportation.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a State of Ohio driver's license and remain insurable under the Township's vehicle insurance policy.

Possess a Commercial Driver's License (CDL-A) or obtain within a designated timeframe.

Must pass drug test and background check.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Performs maintenance and repair of all assigned vehicles and equipment operated by the Township. Performs diesel and gas engine routine maintenance, repair of all vehicle systems including engine, transmission, hydraulic and air brake, cooling, axles and driveline, modern diesel emission, exhaust, heating and AC, lighting, and electrical, services and replaces transmissions and clutches, repairs and replaces hydraulic components,, provides repairs to tractors, skid steers, backhoes, track hoes, misc. construction equipment, small engines, weed eaters, chain saws, generators, and mowing equipment, tire repair and replacement, etc.
2. Assists with routine building and grounds maintenance and repairs.
3. Operates Township vehicles and equipment.
4. Performs and/or assists with annual pump testing and other routine maintenance of fire apparatus and equipment.
5. Performs routine safety and maintenance checks on in-service tractors, trucks, and equipment/apparatus.
6. Maintains parts and tool inventory records, assists with parts sourcing, and keeps detailed records of work performed.

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7. May operate a snow plow (plowing/salting/sanding roadways) as necessary during normal business hours and after hours.
8. Maintains a clean and safe work space.
9. Follow industry standard safe work practices as well as environmental requirements.
10. May attend various seminars, public meetings, and conferences, as deemed beneficial and as authorized.
11. Maintains required licensure and certification.
12. Demonstrates regular and predictable attendance.
13. Performs any other related duties as assigned.

TRAINING/CERTIFICATIONS:

Current Ohio Operator's License
Commercial Driver's License A – (CDL-A)
Drug Free Work Place Drug/Alcohol Testing Program.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: Township policies and procedures; safety practices and procedures; department goals and objectives; department policies and procedures; experience with wide range of vehicle maintenance and repair; heavy and medium duty equipment maintenance and repair; ability to perform minor facility repairs; proper lifting techniques; snow and ice removal; records management.

Skill in: use of modern office equipment and programs; vehicle mechanics; motor vehicle operation; use of mechanics' tools and equipment; snowplow operation; use of bench and/or hand tools.

Ability to: carry out instructions in written, oral, or picture form; 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; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; utilize cleaning materials.

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POSITIONS SUPERVISED:

N/A

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)