



August 30, 2022

NOTICE OF JOB BID

THE POSITION FOR ONE

MECHANIC I-MAINTENANCE GARAGE

See attached position description

**CITY SERVICES – MAINTENANCE GARAGE
CITY OF JACKSON, OHIO**

The hourly rate of pay for a new hire is between \$17.63 and \$22.03 per hour, depending on experience, education, skill, and knowledge.

POSTING TO BE COMPLETED AT

4:00 P.M. FRIDAY, SEPTEMBER 9, 2022

Respectfully Submitted,

A handwritten signature in blue ink that reads 'David Swackhammer'. The signature is written in a cursive style and is positioned above the printed name.

David Swackhammer

Service Director

City of Jackson, Ohio

www.jacksonohio.us



REV. 08/26/22

JOB DESCRIPTION – MECHANIC MAINTENANCE GARAGE

General Purpose

Reporting to a Superintendent or his/her designee, or in his absence, the Service Director or his/her designee, the employee will perform their essential functions with general knowledge of mechanical operations of all City equipment and vehicles.

Essential Functions

This list is not exhaustive and may be supplemented as required by changes in the position requirement.

1. Follows a scheduled service and maintenance program and repair all City vehicles and equipment.
2. Follows a service and maintenance schedule for all City operating and service equipment.
3. Changes oil and greases equipment on schedule, checks tires, batteries, coolant, and steam cleans equipment, etc.
4. Makes emergency and major repairs to equipment and vehicles to get them back into service.
5. Performs body repair and welds where needed and paints items as required.
6. Makes miscellaneous repairs such as the City's lawn mowers and other mechanical items in the various departments.
7. Performs miscellaneous duties to assist in maintaining City Services under all conditions.
8. Follows all safety protocol and work rules as outlined in the Policy & Procedure Manual and Department Safety guidelines.



Knowledge, Skills, and Abilities

*signifies preferred specific job skill for department assignment

The following list suggests those skills and abilities that are typically useful in carrying out the essential functions above. The employer willingly accepts other skills and abilities, which may also accomplish the essential functions.

1. Working knowledge and skills to perform emergent, major, minor, and general maintenance of vehicles and equipment, which include diesel, hydraulic, and pneumatic operating systems.
2. Working knowledge of the use of Mechanical diagnostic testing equipment.
3. Ability and skill to operate oxygen/acetylene torches, fabrication equipment and tools, power tools and hand tools, and any other tools needed for daily mechanical operations.
4. Skills in troubleshooting mechanical issues, recognize unusual conditions, and take appropriate corrective and preventative actions.
5. Working knowledge of safe work practices and ability to demonstrate safe work practices.
7. Demonstrates physical fitness and has the ability to frequently bend, squat, stand, lay, and lift up to 75 lbs. and adjust to working in extreme weather conditions.

Equipment, Aids, Tools and Materials

*signifies specific tools for department assignment.

The job holder is expected to use and operate CDL Vehicles (garbage trucks, snow plows, dump trucks, etc.), Street Sweeper, Riding Mower, Push Mower, Weed Eater, Bush Hog, Sidearm, Chipper, Leaf Machine, Backhoe, Bobcat, Paint Machine, Paint Brush/rollers, Chain Saw, Air Compressor, Jack Hammer, General lawn Care and Cleaning Tools, and any other hand/power tools needed for daily operations and any other City owned equipment and vehicles.

Licenses/Certification

*signifies preferred specific licensing and/or certifications for department assignment.

Valid Ohio Commercial Drivers License - Class B required with airbrake endorsement, with additional endorsements accepted, Class A CDL preferred.

*Auto Mechanics - Any relevant licenses/certifications to the work performed within the department.



REV. 08/26/22

Qualifications, Training, Experience and Education

EDUCATION: High School Education or equivalent GED

EXPERIENCE: Must have a valid CDL Permit and is required to obtain a valid license within 90 days, or a time approved by the Service Director.

Three (3) years of recent experience in heavy equipment, lawn care equipment, general mechanic maintenance, and general labor work.

SIGNATURE OF CITY REPRESENTATIVE

David Swackhammer

Date: *8/26/22*

SIGNATURE OF UNION REPRESENTATIVE

Franklin Smith
Tommy Dugg

Date: *8-29-22*