



**JOB POSTING COVER SHEET**

**CLASS TITLE:** Automotive Maintenance Mechanic

**POST ON BOARDS:** November 30, 2017

**DATE SENT VIA EMAIL TO DEPARTMENTS:** November 30, 2017

**TIME SENT VIA EMAIL:** 8:30am

**DATE TO REMOVE POSTING:** Open until filled.

**APPLICANTS:** Open to all.



**INTEROFFICE MEMORANDUM**

PLEASE POST  
ALL 11/30/2017

**TO:** All Department/Division Heads  
**FROM:** Human Resources  
**DATE:** November 30, 2017  
**SUBJECT: JOB OPPORTUNITY:** Department of Public Service  
Public Works Division

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**CLASS TITLE: AUTOMOTIVE MAINTENANCE MECHANIC**

**HOURLY GRADE 13**

**HOURLY ENTRANCE RATES:**

<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>STEP 4</u></b>	<b><u>STEP 5</u></b>	<b><u>STEP 6</u></b>
\$20.9660	\$22.0141	\$23.1151	\$24.2706	\$25.4846	\$26.7580

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **High school diploma or equivalent. Ability to diagnose defects in automotive equipment. Ability to interpret & work from sketches, specifications & diagrams. Valid CDL at time of appointment required (Tanker Endorsement preferred & required within 90 days of employment). Must possess & maintain ASE Medium/Heavy Truck Certification within 3 years of appointment (applicants already with certification given preference). Must supply own tools. Open to all.**

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 **Open until filled.**

**BLANK APPLICATION FORMS MAY BE OBTAINED FROM THE SWITCHBOARD ATTENDANT AT CITY HALL.**

**The City of Painesville is a drug, alcohol & nicotine-free employer.**

*The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.*

**POSITION DESCRIPTION**  
**CITY OF PAINESVILLE**  
An Equal Opportunity Employer

**Position Title:** Automotive Maintenance Mechanic

2202PW

**Department:** Public Service

**Date:** 1/15/2015

**Pay Class:** 13

**Exempt / Non-exempt:** Non-exempt

**General Purpose for Job:** This is skilled mechanical work in the maintenance and repair of a variety of light and heavy-duty automotive and related gasoline and diesel powered equipment.

Work involves responsibility for the performance of a variety of skilled tasks in the repair and preventive maintenance of automobiles, trucks, tractors, graders, rollers, and other public works equipment. Work requires the use of independent judgment in matters of diagnosis and repair and initiative in the development of preventive maintenance schedules. Work is performed under the general supervision of the Public Works Superintendent and is evaluated based on the results obtained.

**DUTIES** *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Maintains and repairs a variety of motorized equipment including automobiles, tractors, trucks, front-end loaders, backhoes, street sweeper, rollers, and related equipment.
- Repairs and replaces shock absorbers, brakes, and engines; adjusts clutches; checks and balances wheels for proper alignment; repairs and installs hydraulic controls; tunes engines.
- Does electrical work on equipment, such as installing batteries and terminals, repairing and adjusting lights, and repairing generators and starters.
- Welds and modifies equipment; fabricates parts as necessary; installs lights, mirrors, and other accessories; operates standard testing equipment.
- Performs preventive maintenance checks on equipment; changes oil; greases and lubricates equipment.
- Repairs and overhauls portable pumps, chain saws, lawn mowers, and other specialized equipment.
- Paints and does body repair work as necessary.
- Maintains records on repairs to equipment.
- Performs related work as required.

**MINIMUM EDUCATION AND EXPERIENCE**

*(Required to qualify for position)*

**Education:** High school diploma or equivalent

**Experience:** Experience as an automotive mechanic at the full skilled-crafts level.

*A different combination of education and experience may be acceptable if deemed equivalent.*

**KNOWLEDGE, SKILLS AND ABILITIES** *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

**Knowledge of:**

- The methods, materials, tools, and techniques used in the repair of automotive equipment, including gasoline and diesel engines and hydraulic systems.
- The occupational hazards and safety precautions of the trade.

**Skill and Ability to:**

- Diagnose defects in automotive equipment.
- Adapt available tools and repair parts to specific repair problems.
- Follow oral and written instructions.
- Interpret and work from sketches, specifications, and diagrams.
- Maintain work records.
- Operate automotive equipment.
- Establish and maintain effective working relationships with others.
- Use tools of the mechanic's trade.
- Assist with snow removal.

**License or Certification Required:** Valid commercial driver's license upon hire, tanker endorsement required within 90 days of employment.

Must acquire ASE Medium/Heavy Truck Certification within three (3) years of employment and maintain certification throughout employment.

Must supply own tools.