

## **MECHANIC – HEAVY EQUIPMENT**

The Civil Service Commission is accepting applications for the position of Mechanic. Candidates must possess the necessary tools and experience for highly skilled work in the repair and maintenance of passenger, police and fire apparatus, trucks, tractors, graders, backhoes, mowers and other construction and maintenance equipment. Candidates must also possess a high school diploma or equivalent. Possession of a valid Ohio Class B Commercial driver's license with appropriate endorsements is required and the ability to obtain a Class A commercial driver's license within one year of employment.

Skills must include the following abilities: weld, test using electronic and computerized diagnostic equipment, repair and maintain all vehicle and equipment systems including transmission, hydraulic, fuel, electrical and electronic, brake, cooling and emissions systems. Applicants must also possess the ability to interpret manuals and specifications, follow written and oral instructions, maintain records, maintain effective working relationships and perform the physical requirements of the job. The starting rate is \$28.07 an hour. Eligible candidates may be screened with a practical test, a background check and medical examination with drug and alcohol testing.

Applications are available at Willoughby City Hall or on-line at [www.willoughbyohio.com/government/employment](http://www.willoughbyohio.com/government/employment) and should be submitted to the City of Willoughby, One Public Square, Willoughby, Ohio 44094, Attn: Civil Service Commission by July 18, 2018 at 4:30 p.m.

**AN EQUAL OPPORTUNITY EMPLOYER**

## MECHANIC

**RESPONSIBILITY:** This is highly skilled work in the maintenance and repair of a variety of automotive and related equipment.

Work involves responsibility for performing skilled repair and maintenance work on a variety of automotive equipment including passenger, police and emergency vehicles, trucks, tractors, mowers, and other construction and maintenance equipment. Work is performed under general supervision and is evaluated for completeness, economy, and efficiency. Performs related duties as assigned.

**EXAMPLES OF DUTIES:** Inspects, diagnoses, tests, repairs and maintains a variety of automotive equipment including trucks, fire apparatus, graders, backhoes, tractors and other mechanical equipment; uses electrical and computerized test equipment for diagnostic testing.

Tests, repairs and maintains all vehicle and equipment systems including transmissions, hydraulic fuel, electrical and electronic, brake, cooling, and emissions systems.

Makes emergency road calls for equipment breakdowns.

Performs major maintenance, overhaul and repairs as required; performs minor routine maintenance such as oil changes, lubrication and grease jobs; performs preventative maintenance checks on oil, hoses, batteries, etc.; changes and repairs tires and wheels.

May alter, adjust or customize equipment to accomplish specific tasks.

Mounts accessories such as wiring harnesses, lights, control panels, gun locks, bumpers and related items on emergency vehicles and snow removal equipment.

References services and part and repair manuals; fills out work orders, keeps records of repairs accomplished; keeps track of inventory of parts and requests order of parts as needed.

May be called out on a 24-hour basis for emergency repairs or snowplowing.

Provides effective and efficient customer services and promotes and maintains responsible community relations.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the methods, materials, tools and techniques used in the repair and maintenance of automotive, construction and maintenance equipment, including gasoline and diesel engines and hydraulic systems.

Considerable knowledge of the working and operations of an automotive repair shop; considerable knowledge of the occupational hazards and safety precautions of the trade; considerable knowledge of the available resource material on automotive, construction and maintenance equipment.

Knowledge of the use and applicability of electronic diagnostic equipment in the repair and service of vehicles and equipment.

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Ability to operate electronic and computerized diagnostic equipment; ability to interpret and work from service manuals, specifications and drawings; ability to understand and follow oral and written instructions; ability to supervise, instruct and assist others in the work; ability to perform the physical requirements of the job; ability to fill out forms and maintain records on repair and maintenance; ability to establish and maintain effective working relationships with others.

Skills in the use and care of hand and power tools employed in automotive and equipment repair and maintenance.

**MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS** which should be possessed by the applicant at the time of interview with the Civil Service Commission.

Graduation from high school or GED supplemented by vocational training in a variety of areas associated with automotive equipment; considerable experience in maintaining, repairing and servicing automotive and construction vehicles and equipment; or any equivalent combination of training and experience which provides the above mentioned knowledge, skills and abilities.

Possession of a valid Ohio Class B commercial driver's license, with appropriate endorsements as required and the ability to obtain a Class A commercial driver's license within one year of employment.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee works in outside weather conditions. The employee regularly mechanical parts; in precarious places; and is wet and/or humid conditions, fumes or airborne caustic chemicals, extreme cold, extreme heat and works near moving regularly exposed to particles, toxic or vibration.

Date approved by the Civil Service Commission: March 30, 2011  
Revised: 6/27/2018