



BOARD OF COUNTY COMMISSIONERS
WARREN COUNTY, OHIO
406 Justice Drive, Lebanon, Ohio 45036
www.co.warren.oh.us
Commissioners@co.warren.oh.us

OFFICE OF MANAGEMENT AND BUDGET

ONE POSITION AVAILABLE

JOB CLASSIFICATION TITLE: MECHANIC ASSISTANT
DEPARTMENT: GARAGE
RATE: \$20.86 - \$22.86 PER HOUR
PAY RANGE: #14
SCHEDULED HOURS: 40 HOURS PER WEEK
CIVIL SERVICE STATUS: CLASSIFIED

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD OF
TIME NOT LESS THAN SEVEN (7) CONSECUTIVE
CALENDAR DAYS, BEGINNING MARCH 14, 2024.

VISIT WWW.CO.WARREN.OH.US AND COMPLETE THE APPLICATION AS
FOLLOWS: CLICK ON JOB POSTINGS THEN CLICK ON WARREN COUNTY
APPLICATION FOR EMPLOYMENT, THEN DOWNLOAD TO YOUR DESKTOP AND
EMAIL THE COMPLETED APPLICATION TO: WCCOMMAPP@CO.WARREN.OH.US
PLEASE CONTACT SUSAN SPENCER WITH QUESTIONS AT: 513-695-1747.

APPLICATIONS ACCEPTED UNTIL THE POSITION IS FILLED.

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

YOU WILL HIT THE *BULLSEYE* WORKING FOR WARREN COUNTY

PERKS & BENEFITS WORKING FOR WARREN COUNTY



WORK ENVIRONMENT

- Work/Life Balance
- Job Stability



PAID TIME OFF

- Holidays - 11.5 annually
- Vacation - 2 weeks after 1st year



BENEFITS

- Health Insurance*



RETIREMENT

- 14% employer contribution into the Ohio Public Retirement System*

Health Insurance - Available after 30 days, 2 Med/Rx plan choices with monthly family premium range from **\$270 to even \$0 (5x cheaper than the private sector)**; \$0 premium cost for Dental, Vision, Life, HSA, FSA, EAP, Weight Watchers, On-site Biometrics & Day Off Work (Dave's Day for Your Life) and many more!

Retirement - Ohio Public Employee Retirement System; Employee 10%/Employer 14% of earnings (pre-tax)

VISIT WWW.CO.WARREN.OH.US FOR ALL JOB POSTINGS.
QUESTIONS CALL: SUE SPENCER 513.695.1747

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

Page 1 of 3

Position Title: Mechanic Assistant
Class Title:

Incumbent:

Department: Garage
Reports To: Chief Mechanic
Pay Range: 14
Probation: 365 Days
Work Hours: 7:30 A.M. to 4:30 P.M.

FLSA Status:
Civil Service Status:
Employment Status:
Lunch:

Non-exempt
Classified
Full-time
Unpaid

JOB RESPONSIBILITIES:

Under general supervision, performs light duty repairs and maintenance work on County owned vehicles and equipment with supervision. Picks up and delivers vehicles and parts as instructed. Cleans and maintains the Garage and County owned vehicles. Stock shelves with inventory.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed above. An example of an acceptable qualification for this position is:

Completion of secondary education and/or a Trade school certificated. Knowledge of vehicle repair and maintenance.

LICENSURE AND CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license

ESSENTIAL FUNCTIONS:

1. Performs duties as instructed by an experienced mechanic. Perform simple maintenance and vehicle repairs as needed.
2. Checks and inspects service records for vehicle repairs.
2. Changes and inspects tires and wheels to proper standards.
3. Pick up parts and supplies from vendors.
4. Install and remove equipment as needed.
5. Moved County owned vehicles and equipment.
6. Cleans and details vehicle and equipment.
7. Ensures shop and working areas are clean and neat.

**WARREN COUNTY COMMISSIONERS
POSITION DESCRIPTION**

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8. May maintain the outside areas of the Garage.
 9. Demonstrate a regular and predictable attendance.
 10. Maintains a valid Ohio driver's license.
 11. Follows all safety and health practices of the Warren County Board of Commissioners as described in the attached addendum.

OTHER DUTIES AND RESPONSIBILITIES:

1. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: (* indicates developed after employment)

Knowledge of: departmental policies and procedures, auto repair and maintenance work.

Ability to: understand manuals and technical instructions; cooperates with co-workers; demonstrate physical strength; and repair and maintain vehicles and equipment.

Skill in: the use of hand tools; use of power tools.

My signature below signifies that I have reviewed the contents of my position description and that I am aware of the requirements of my position. I further certify that I have reviewed the most current copy of the Warren County Commissioners Personnel Policy Manual.

(Employee's Signature)

(Date)

Date Adopted:
Date Revised:
posdes.