



WARREN COUNTY ENGINEER'S OFFICE
WARREN COUNTY, OHIO
210 W. Main St., Lebanon, Ohio 45036

WARREN COUNTY ENGINEER'S OFFICE

POSITION AVAILABLE

JOB CLASSIFICATION TITLE: MECHANIC 2
DEPARTMENT: WARREN COUNTY ENGINEER
PAY RANGE: \$ 21.95 PER HOUR
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 TWENTY-ONE (21)
CONSECUTIVE CALENDAR DAYS, BEGINNING
OCTOBER 6, 2021

APPLICANTS SHOULD APPLY ON LINE AT: WWW.CO.WARREN.OH.US
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 APPLICATION TO:
BOBBI.APKING@CO.WARREN.OH.US. PLEASE CONTACT BOBBI APKING WITH
QUESTIONS AT: 513-695-3305.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED. THIS
POSITION IS SUBJECT TO A POST-OFFER DRUG SCREEN AND A BACKGROUND
CHECK. (BCI)

WARREN COUNTY IS AN EQUAL
OPPORTUNITY EMPLOYER

WARREN COUNTY ENGINEER

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POSITION DESCRIPTION

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Position Title: Mechanic 2

Civil Service Status: Classified

FLSA Status: Non-exempt

Employment Status: Full-time

Reports To: Garage Foreman

QUALIFICATIONS: An example of acceptable qualifications:

1. High school diploma or equivalent.
2. Training and/or experience which evidences a knowledge of maintenance and repair of vehicle and heavy equipment.

LICENSURE OR CERTIFICATION REQUIREMENTS:

1. Must possess a valid Class A Commercial Driver's License with airbrake endorsement and other required endorsement(s).

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

1. Performs maintenance and repair on all assigned vehicles and equipment operated by the Engineer's Office (e.g., performs minor diesel engine servicing, tunes engines; rebuilds and services transmissions; rebuilds and replaces hydraulic systems; replaces and rebuilds brake and exhaust systems; changes oil and other fluids; replaces head lights, signal lights, and tires; etc.) and operates test equipment to locate mechanical problems.
2. Assists in modifying vehicles and equipment as directed (e.g., affixes snowplows and assists welder, etc.).
3. Wires and repairs wiring on new and used equipment.
4. Replaces and sharpens blades on mowers and bushhogs.
5. Plows snow, picks up debris, patches pot holes, hauls gravel and salt, and cuts trees.
6. Operates loader, backhoe, gradall, broom sweeper truck, aerial lift truck, track loader, dump truck, etc.
7. Cleans and maintains garage.

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Date Adopted:

Developed by:
Clemans, Nelson & Associates, Inc.

042500mcCI

Date Revised:

Columbus, OH 43235

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POSITION DESCRIPTION

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8. Lift up to eighty (80) pounds and move a distance of thirty (30) yards.
9. Follows all of the Engineer's safety policies and procedures.
10. Maintains all required licenses and/or certificates.
11. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

1. Attends workshops or seminars related to duties performed.
2. Performs other duties as assigned by supervisor.

MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: Engineer's policies and procedures; safety practices and procedures; department goals and objectives; department policies and procedures; vehicle maintenance and repair; heavy and medium duty equipment maintenance and repair; proper lifting techniques; snow and ice removal; records management.

Skill in: use of mechanics' tools and equipment; snowplow operation.

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; exercise independent judgment and discretion; complete routine forms; communicate effectively; maintain records according to established procedures; cooperate with co-workers on group projects; develop and maintain effective working relationships; lift up to 80 pounds up to a distance of 30 yards; perform heavy manual labor.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive.

Loader, backhoe, gradall, broom sweeper truck, lift truck, track loader, dump truck, welder.

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INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee must negotiate, use, or work with or in the vicinity of:

1. Floor openings, wall openings and holes; open-sided floors, platforms and runways; stairs.
2. Portable ladders.
3. Fixed ladders.
4. Scaffolding.
5. Emergency plans for evacuation purposes.
6. Fire plans for the prevention of fire hazards.
7. Noisy operations or activities.
8. Compressed gases (oxygen, argon).
 - a. Acetylene.
9. Flammable and combustible liquids (gasoline, diesel fuel).
10. Storage and handling of liquified petroleum.
11. Spray finishing using flammable and combustible materials.
12. Dip tanks containing flammable or combustible liquids.
13. Storage and handling of liquified petroleum.
14. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances (motor oil).
15. Personal protective equipment. General requirements for use, care, and limitations of personal protective equipment.
16. Eye and face protection.

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17. Respiratory protection.
18. Occupational head protection.
19. Occupational foot protection.
20. Hand protection.
21. Hazardous energy control (lockout/tagout).
22. First aid situations.
23. Corrosives.
24. Portable fire extinguishers.
25. The handling of material and supplies.
26. Multi-piece or single piece rim wheels.
27. Powered industrial truck.
28. Overhead or gantry crane.
29. General requirement for safe use of tools and guarding.
30. Woodworking equipment.
31. Abrasive wheels.
32. Mechanical power presses.
33. Hand and portable tools.
34. Guarding of portable power tools.
35. Jack stands.
36. Arc welding and cutting.
37. Air contaminants.

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38. Hazardous chemicals.

GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE

The employee:

1. Has exposure to potentially vicious animals.
2. Has exposure to hot, cold, wet, humid or windy weather conditions.
3. Has exposure to hazardous driving conditions.
4. Has exposure to shaking objects or surfaces.
5. Has exposure to second-hand smoke.

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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 (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

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