



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

April 20, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Central Garage**.

Auto Mechanic II - It is a full-time position that has a pay range of \$20.083 - \$26.773 per hour. Job Description is attached.

- Please Note:**
- ASE certification and a minimum of two years' work experience required.
 - A valid Ohio Driver's License with a Class B Commercial Driver's License (CDL) preferred. Drivers License must be without restrictions of any privilege to drive at any time and free from any requirement of high risk liability insurance.
 - Required to regularly lift and/or move up to 50 pounds and occasionally lift and /or move up to 100 pounds.
 - Passing of a Background Check, Physical Examination, and Drug & Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, April 23, 2018 at 8:00 am
Application Closing Date/Time: Friday, May 4, 2018 at 1:00 pm
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
-OR- download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Service Director Caryer	Airport	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF MARION OHIO
JOB DESCRIPTION**

Job Title: AUTOMOTIVE MECHANIC II
Department: CENTRAL GARAGE
Reports To: STREETS SUPERVISOR
FLSA Status: Non-Exempt AFSCME Grade 25
Prepared By: H R
Prepared Date: 02-05-08 Updated

SUMMARY: Under the supervision of the Streets Supervisor, directs, coordinates and participates in activities concerned with diagnosis, repair, and service of automotive equipment: automobiles; light, medium and heavy trucks; diesel units; street maintenance equipment; sanitation packers; aerial lifts; loaders; graders; mobile tools and generators. Performs duties personally or directs subordinates.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- Coordinates and participates in activities of personnel conducting diagnosis, repair and service on equipment following established policies and procedures.
- Follows City Safety Rules and maintains operational safety and compliance with environmental laws and regulations.
- Procures and directs procurement of all types of supplies and parts required to repair and maintain equipment.
- Plans and coordinates repair and maintenance services to obtain maximum utilization of equipment and prevent operational delays in other departments.
- Performs duties of Auto Mechanic I and Serviceman.

SUPERVISORY RESPONSIBILITIES: Directly supervises up to 5 employees in the City of Marion Garage. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include training employees; planning, assigning, directing and supervising work and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) plus a minimum of documented two (2) years' experience in diagnosing, repairing and servicing motor vehicles. Current ASE Certification from the National Institute for Automotive Service Excellence in three of the following areas: airbrakes, diesel, gasoline, Automobile and medium/heavy trucks.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively with City officials, employees and the public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written, oral, mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: Automotive Diagnostic equipment.

Certificates, Licenses, Registrations: Valid unrestricted Ohio Driver's License and Class A Commercial Driver's License (CDL) and any required endorsements. ASE Certifications from the National Institute for Automotive Service Excellence in Automobile and Medium/Heavy Trucks.

Other Skills and Abilities: Must have the capability to use electronic diagnostic equipment and be able to work in a self-directed environment.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is: regularly exposed to fumes or airborne particles; frequently exposed to moving mechanical parts; occasionally exposed to toxic or caustic chemicals, outside weather conditions, risk of electrical shock and vibration. The noise level in the work environment is usually loud.