



City of  
**Marion**  
Ohio

**Affirmative Action Committee**

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

January 4, 2023

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire an individual to fill a position at the **Central Garage**.

**Auto Mechanic I** - This is a full-time, non-exempt position with a starting hourly pay rate of \$19.85/hour. Hourly rate will increase to \$23.65/hour upon successful completion of one-year of employment and will move to \$26.46 upon completing second year.

Highlighted duties of the hiring requirements for this position are listed below with a full job description attached.

**Note:** - A high school diploma or GED with experience in diagnosing, repairing, and servicing motor vehicles required. A valid Ohio Driver's License with a Class B CDL preferred. Driver's License must be without restrictions of any privilege to drive at any time and must be 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, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Thursday, January 5, 2023 at 8:00 am

Application Closing Date/Time: UNTIL FILLED

Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> floor  
- OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

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

Janell O'Neil  
City of Marion

**Attachment**

- |                        |                       |               |                 |                 |
|------------------------|-----------------------|---------------|-----------------|-----------------|
| cc: Committee Members  | Public Works Director | Auditor       | IT              | Probation       |
| Support Data List (AA) | HRAA - O'Connor       | Council       | Law Director    | Senior Center   |
| Mayor                  | HRC - Mayes           | Engineering   | Municipal Court | Transit         |
| Safety Director        | City Hall - 3 Floors  | Fire Dept - 3 | Parks           | Utility Billing |
| Service Director       | 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 I  
**Department:** Central Garage  
**Reports To:** Streets Supervisor  
**FLSA Status:** Non-exempt AFSCME Grade 22

**Summary** Repairs and maintains all types of automotive vehicles. This is skilled mechanical repair work of a journeyman level. Work is frequently laid out in general terms and inspected on completion; however, the incumbent must be competent to carry on the intermediate phases of the job without assistance. Receives direction and oversight from Automotive Mechanic II and other supervisors.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Performs repairs and maintenance on a variety of automobiles, trucks, trash packers, street sweepers and other light and heavy equipment;
- Inspects, adjusts and replaces necessary units and related parts;
- Times camshaft and ignition, adjusts connecting rods and main bearings;
- Repairs or overhauls chassis units including: brake systems, transmissions, differentials, front and rear axles;
- Welds and fabricates metal as needed;
- Responds to emergency road calls from disabled City Equipment;

**Supervisory Responsibilities**

This job has no supervisory responsibilities, however, may give direction to laborers or helpers.

**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) with experience in diagnosing, repairing and servicing motor vehicles.

**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 communicate verbally with others effectively.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

Skill in the use of electronic diagnostic equipment.

**Certificates, Licenses, Registrations**

Valid, unrestricted, Ohio Driver's License. Class B Commercial Driver's License (CDL) preferred

**Other Knowledge, Skills and Abilities**

Good knowledge of standard practices and equipment of the automotive trade; the principles of operation of gasoline and diesel engines; mechanical repair of heavy trucks and construction equipment; occupational hazards and safety precautions of the trade.

Ability to adapt available tools and repair parts to specific repair problems, work alone or with others, usually without direct supervision.

Skill in the use and care of hand and machine tools employed in motor repair and adjustment work; adjusting defects in automotive equipment.

**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. The employee is frequently exposed to moving mechanical parts. The employee is 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.