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HUDSON



JOB OPPORTUNITY

MAINTENANCE MECHANIC

Current Hourly Pay Range: \$26-50 - \$35.21 Teamsters Level 4
(depending upon qualifications)

Following is a brief overview of the position. Please review the entire job description (attached) for a complete listing of the essential duties, responsibilities, physical demands and working environment, minimum qualifications, and other requirements of this position.

Class Summary

The City of Hudson is accepting applications for the position of Maintenance Mechanic to perform skilled fleet work in the maintenance and repair of heavy and light City equipment and vehicles. There is currently one (1) vacancy in the Service Division of the Public Works Department.

Minimum Qualifications

Please review the Minimum Qualifications section found on the attached job description.

How to Apply

Employment application forms may be printed at www.hudson.oh.us or obtained at the City of Hudson Municipal Services Center, 115 Executive Parkway, Suite 400, Hudson, Ohio, 44236, Monday through Friday, between 8:00 a.m. and 4:00 p.m. Completed application may be submitted by email to HumanResources@hudson.oh.us or mailed to City of Hudson/Human Resources, Attn: Maintenance Mechanic, 115 Executive Parkway, Suite 400, Hudson, OH 44236, **no later than 4:00 p.m. on Friday, November 17, 2017.**

The City of Hudson is an Equal Opportunity Employer and maintains a policy of Equal Employment Opportunity for all employees and applicants. The City of Hudson does not discriminate in employment or the provision of services on the basis of race, color, national origin and ancestry, gender (sex), religion, age, disability, sex (wages), military status, genetic information, pregnancy, or any other characteristic protected by Federal or State law.

Date Posted: 11/02/17

City of Hudson, Ohio
MAINTENANCE MECHANIC

FLSA Status: N

Class Code: Teamsters

Updated: 10/19//2017

CLASS SUMMARY

Under the direction of the Assistant Superintendent and/or Assistant Public Works Director, this position performs skilled fleet work in the maintenance and repair of heavy and light City equipment and vehicles. An employee serving in this capacity will also carry on a program of preventive maintenance on vehicles and equipment. In addition, this position involves participation in normal street maintenance work as required, including leaf collection and snow and ice control.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Performs vehicle and equipment maintenance, including air and hydraulic brake work; lubrication work; changing filters and oil; rotates tires; services cooling systems; monitors condition of batteries and replaces as required; checks electrical systems including charging system, lighting and circuitry; and installs fan belts.

Performs routine tune-up work, balances wheels and repacks wheel bearings; Performs minor welding work as required. Maintains gasoline or diesel engines on vehicles, construction and maintenance equipment. Evaluates condition of engines and operating components, holds for repair or recommends for off premises work, as needed.

Uses a wide variety of equipment in making repairs such as lathes, grinders, drill presses, chain hoists, motor stands, battery charger, hand tools, wheel balance, welding units, and other equipment. Performs road service calls for equipment broken in the field; Repairs and maintains hydraulic systems on equipment. Fabricates parts as necessary using various tools and equipment.

Performs minor equipment and automotive painting to the extent that department facilities may accommodate. Maintains repair shop tools and equipment. Performs normal duties of the department as may be required.

Must have regular, reliable, and punctual attendance.

Must establish and maintain effective working relationships with superiors, colleagues, co-workers, residents, City officials, property owners, and contractors.

Must follow and comply with City rules and policies.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.)*

While performing the duties of this job, heavy physical effort may be required. Ability to lift and carry heavy loads. Work is frequently performed out of doors and may involve severe weather conditions. Ability to work irregular schedule and under adverse conditions.

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While performing the duties of this job, the employee is regularly required to stand; walk; handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch, crawl, climb, balance or sit; and talk or hear. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include distance vision, color vision, peripheral vision and depth perception. While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school or G.E.D. and three to five years of mechanical experience or City service vehicle maintenance and repair work.

Knowledge of lubricating techniques, central hydraulics, electrical systems and air brakes as well as basic mechanical operations. Considerable knowledge of the component parts of such equipment, the performance limits, and the preventive maintenance necessary to keep equipment in satisfactory operation.

Knowledge of basic tools used in vehicle or equipment repair work.

Knowledge of safety procedures in construction and in equipment operation.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to follow oral and written instructions. Ability to effectively communicate with the public and other employees.

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Ability to apply common sense understanding to carry out supervisor's instructions furnished in written, oral, or diagram form.

Skill in establishing and maintaining effective working relationships with superiors, colleagues, co-workers, residents, City officials, property owners, and contractors.

LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS

Possession of a valid State of Ohio Class A Commercial Driver's License with air brakes, or ability to obtain within one year of appointment.

Advanced training/certifications in vehicle or equipment maintenance and repair preferred.

ASE Certifications preferred.