


NOTICE OF JOB OPENING

**THIS NOTICE MUST BE POSTED WHERE IT WILL BE SEEN BY
MEMBERS OF THE BARGAINING UNIT.**

There is an opening for the position of Mechanic in the Division of Streets, at the Service Department. The Grade 1 wage for this position is \$22.45 per hour, Grade 2 wage is \$23.20, Grade 3 wage is \$23.95, and Grade 4 wage is \$24.70 as of January 1, 2022, plus applicable miscellaneous pay. The person holding this position is responsible for performing the duties as per the general job description that is attached.

This position will be filled in accordance with Article 25 of the current Labor Agreement by and between the International Union of Operating Engineers, Local 18-S Unit A and the City of Shelby, Ohio. This notice is being posted on April 19, 2022. Bid sheets are available from your Superintendent or from City Hall and must be returned to City Hall no later than 4 p.m. on May 2, 2022. Applicants may attach any information, which they feel to be relevant to their applications.

Any questions concerning the above may be directed to the department Superintendent, Director of Utilities or the Mayor.



Mayor Steven Schag, City of Shelby

Attachment: Job Description.

City of Shelby, Ohio

JOB DESCRIPTION

Job Title: Mechanic

Department: Service Department, Division of Streets

Reports to: Superintendent, Crew Chief Foreman, Crew Chief Division of Streets

Normal Working Hrs: M-F 0700-1500

Employment Status: Full-Time

FLSA Status: Non-Exempt

Classification Status: Classified

Adopted Date: 1/14/2019

POSITION SUMMARY Repairs and overhauls automobiles, equipment, trucks, and earth moving and road building machines. Under general supervision, will operate heavy construction equipment, driving trucks and operating other light equipment used in the repair and maintenance of streets, alleys, catch basins, water lines, and sewer lines; performs related work as required. Regular and predictable attendance.

ESSENTIAL FUNCTIONS OF THE POSITION

30% - Examines vehicle and discusses with Superintendent or Crew Chief Foreman, or Crew Chief, Division of Streets, nature and extent of damage or malfunction. Plans work procedure. Maintains records of repairs. Raises vehicle, with hydraulic jack or hoist. Removes and/or disassembles units such as engine, transmission, or differential and inspects part for wear. Repairs or replaces parts such as pistons, rods, gears, valves, and bearings. Overhauls or replaces carburetors, injectors, blowers, generators, distributors, starters, and pumps. Rebuilds parts such as crankshafts and cylinder blocks. Rewires ignition system, lights, and instrument panel. Changes, rotates, and balances tires. Adjusts brakes, repairs or replaces shock absorbers. Mends damaged body and fenders. Replaces and adjusts headlights, and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers.

15% - Repairs and maintains streets, curbs, catch basins, and alleys; operates a leaf machine to remove leaves from city streets; seals cracks in concrete and asphalt; operates mechanized vacuum machine to clean catch basins, builds forms for concrete; finishes concrete surfaces; repairs catch basins using brick and mortar; operates a jackhammer, grader, and chain saw.

15% - Mows weeds and grass; trims shrubs and trees; resods grass areas; operates a brush chipper to dispose of trees and branches; plows snow and/or spreads salt to city streets and municipal parking lots. Maintenance of buildings; washes and waxes equipment. Maintains roadway markings.

10% - Install water taps, water valves, fire hydrants, and water main lines. Repair water main breaks, fix leaking service lines, fire hydrants, and valves. Flush fire hydrants, exercise valves, and dig up curb boxes. Perform regular maintenance on both reservoirs and water towers, which includes mowing the grass, trimming weeds, painting, replace broken or worn out equipment, and maintenance on the pumps and building.

10 % - Repairs sewer mains. Installs new sewer mains. Cleans sewer lines. Constructs and repairs manholes. Repairs and maintains lift and pump station equipment.

10% - Must have computer skills to prepare and submit electronic reports. Stays current with all accepted regulations from State and US EPA. Knowledge of the hazards of this type of work and the safety precautions to avoid such hazards.

10% - When assigned, shall assist the Division of Water Distribution and Sewer Maintenance with the construction, repair, maintenance, and inspections of the work to be performed in the respected department. Performs underground utility locates for OUPS notices.

NON-ESSENTIAL FUNCTIONS OF THE POSITION This job description in no manner states or implies that these are only duties and responsibilities to be performed by this position. Percentage of duties and responsibilities can change by availability of work. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibility.

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.

CERTIFICATES, LICENSES, REGISTRATIONS Possession of a valid State of Ohio motor vehicle operator's license. Possession of a Class A CDL with tanker and air brake endorsement; if applicant does not possess a Class A CDL, must obtain a Class A CDL with tanker and air brake endorsement within 180 days of employment / job transfer / promotion.

EDUCATION and/or EXPERIENCE License, or Certificate, or Degree in related field(s) or two years experience as a skilled mechanic or related experience and/or training in the related field; or equivalent combination of education and experience. High School diploma or G.E.D. is required.

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. While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50-pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with US Department of Labor physical demands strength rating, this is considered heavy work.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

LANGUAGE SKILLS Ability to read and interpret documents such as blue prints, operating and maintenance instructions; and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization

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.

My signature below signifies that I have reviewed and understand the contents of my job description.

Mechanic

Date

APPROVED:

Steven J. Schag

1-14-19

Mayor

Date