



POSITION AVAILABLE:

Vehicle Mechanic

POSTING DATE: Thursday, March 24, 2022
DEADLINE TO APPLY: Open until filled
DEPARTMENT: Portage County Water Resources
LOCATION: Ravenna, OH

SALARY: \$26.43/hour – CDL A required for position with \$.30 extra per hour
FLSA STATUS: Classified, non-exempt

JOB OBJECTIVES:

Incumbent is responsible for the preventative maintenance, service and repair of the Portage County Water Resources' vehicles and equipment.

MINIMUM QUALIFICATIONS:

High School diploma or G.E.D., or automotive-truck trade school diploma along with two (2) years of experience as a skilled automotive, truck or heavy equipment technician. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards. ASE certification (A1-A9, T1-T8, L1-L2) preferred or other related automotive/truck/equipment certifications or training certificates. Must have possession of valid Ohio Class A CDL license with tanker endorsement.

EXAMPLE OF DUTIES:

Diagnose and perform minor and major repairs, installation of equipment and scan tool diagnostic work on light and heavy gasoline and diesel-powered trucks, automobiles, and equipment, including but not limited to warning indicators, steering, suspension, engines, transmissions, drivetrains, body damage, exhaust, fuel system, ignition system, lighting, interior, exterior body work, brakes, tires, axles, differentials, HVAC. Perform collision, restoration body work and refinishing which includes fabrication, welding, cutting, painting, rust proofing, bed lining and installation. Perform shop manual pinpoint tests. Conduct vehicle/equipment safety inspections and road tests. Maintain proper preventive maintenance and repairs on vehicles and equipment; Utilize County fleet management and fuel software to document/maintain vehicle/equipment/part records on all vehicles and equipment initiate and complete maintenance logs and documentation of work orders and all other necessary Water Resources forms. Schedule and prep vehicles for others' use, refuels vehicles and delivers to location requested when required. Assist with monitoring fuel supply, fuel ordering and fuel system maintenance, inspection, reporting, record keeping and repairs for the Water Resources fueling stations. When necessary, pick-up and deliver Water Resource employees in need of transportation during vehicle transition or upon break-down on road. Complete new vehicle and equipment preps, builds and customizations. Order, retrieve, inventory and stock parts and supplies. Wash, detail, and paint vehicles; install decals. Perform regular shop maintenance and organization and maintain shop equipment tools. Assist with maintaining accurate accounting of tools/equipment inventory. Assist with maintaining 24-hour emergency service (on-call) on all Water Resource vehicles and equipment. Schedule and arrange for any repairs and or recall that require outside repair shops and or vendors. Solicit estimates and quotes as necessary. Assist quoting of new vehicles and equipment. Assist vehicle replacement planning. Maintain vehicle rotation plan. Assist with purchase of new tools and equipment.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE: <https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES

449 S. MERIDIAN STREET, 7th Floor

RAVENNA, OHIO 44266

EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)