

ASE MASTER TECHNICIAN (MEDIUM/HEAVY TRUCK)

JOB ANNOUNCEMENT



CITY OF **MASON** OHIO

more than you imagine.



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Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The City is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 35,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the City has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the City is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The City also has two private schools that educate

about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.



Almost all of the day-to-day needs of families can be found right in the City, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. The Grizzly Golf and Social Lodge, Great Wolf Lodge, and Kings Island amusement park all lie within City boundaries. The City is also home to the annual Cincinnati Open, a championship men's and women's tennis tournament. Eight City parks cover 335 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens'

needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served. The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, economic development director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team.

ASE Master Technician (Medium/Heavy Truck)

This Job Announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates to possess who are applying to the above position as well as provides background information on the community and the City of Mason.

Importantly, this Job Announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview and appointment consideration.

Candidate Qualifications Profile

Hiring Range: \$42.00 Per Hour & Up DOQ
Reports to: Department Director / Designee
Posted: January 28, 2026
Working Hours: 40 hrs. Per Week
Classification: Classified
FLSA: Non-exempt
Department: Public Works
Status: Full-Time

General Statement of Duties and Distinguishing Features of Class

An individual performing the work of this position must have mechanical aptitude and interest in work that involves solving mechanical problems; a thorough knowledge of the principles of internal combustion engines; ability to work independently as well as with groups; familiarity with standard techniques and tools necessary to perform mechanical repairs; and understanding of hazards and safety precautions necessary for safe performance of assigned duties.

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. A candidate must meet the following qualifications and requirements at the time of appointment.

Examples of Work (Illustrative Only)

- Inspects, schedules, and provides preventive maintenance on passenger cars, light and heavy-duty trucks, emergency equipment, mowing equipment, heavy machinery, other vehicles and city equipment.
- Performs various repairs including engine overhauls, trouble shooting, general service, welding, and fabricating jobs.
- Maintains accurate records of all maintenance and repair activities and an inventory of all necessary parts and supplies.
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- Maintains, repairs and operates snow and ice removal equipment.
- Performs diversified electrical, mechanical, and hydraulic work on gasoline, diesel, and non-powered equipment.
- Analyzes and resolves equipment problems, using a variety of automotive shop equipment and tools.
- Road tests vehicles to make certain repairs have been properly performed.
- Reads and interprets documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Repairs minor body damage.
- Spot paints cars and trucks.
- Performs other duties as required.

Skills, Knowledge, and Abilities: The following is preferred

- Possess a current ASE Auto and Truck certification; Degree

- and/or professional certification in automotive repair preferred;
- Four years experience in motor vehicle work, or any equivalent combination of experience and training;
- Medium/Heavy Vehicle & Emergency Vehicle Technician experience preferred.
- Possess a valid Ohio Driver's License and have maintained a good driving record;
- Thorough knowledge of State laws pertaining to the operation of motor vehicles on the highways;
- Ability to understand and follow oral and written instructions;
- Ability to read and write legibly;
- Available for scheduled and emergency overtime;
- Possess or obtain CDL Class A license with Tanker Endorsement in first six months;
- Retain CDL Class A license including Tanker Endorsement through life of employment;
- Ability to complete tasks with limited supervision and as instructed;
- Willingness to develop as the department's needs change (i.e., continuing education)
- Ability to read and comprehend parts and service manuals
- Ability to use computerized diagnostic equipment
- Basic computer skills for internet and Microsoft Suite, and effectively use fleet software,
- High-school diploma or its equivalent

Physical Requirements:

- Required to use hands and fingers to feel or operate objects, tools, or controls and reach with hands and arms;
- Required to climb with balance; stand, kneel, crawl, reach over and above head, bend, lean over; all for extended periods of time;
- Excellent physical condition - able to bend for extensive periods of time, extensive walking and standing, lift objects of 70 lbs. or greater routinely;
- Works near moving mechanical parts or in outside varying weather conditions;
- Occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals
- Visual acuity to distinguish from short and long distances;
- Auditory acuity to hear electronic devices, radio, or phones or verbal communication;
- Manual dexterity to operate light to heavy equipment, manipulate small objects;
- Successfully pass a Dept. of Transportation mandated drug testing program;
- Able to operate efficiently in varying climates.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible insurance plan with optional HSA. Employee portion of the plan is \$91/month single, \$182/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision combination coverage of \$3,100 or \$4,500 for \$100 per month or less.
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.
- Sick leave - Accrual rate of 8 hours of sick leave for every 30 days worked (sick leave may not be taken while on probation). Sick leave does not accrue until employee has successfully completed 6 months of employment.
- Life insurance policy of \$50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Probationary period of six months.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- Earnings tax withheld - 1.12%
- Comprehensive wellness program available to all full-time employees with opportunities to earn HSA contributions and other incentives.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior

to the closing date listed above the candidate qualifications. A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*

[Please Apply Online](#)

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