

City of Mason
Employment Opportunity
For
Fleet Mechanic

Hiring Range:	\$26.67 - \$44.61 per hour	Classification:	Classified
Reports To:	Department Director / Designee	FLSA:	Non-exempt
Posted:	May 23, 2025	Department:	Public Works
Working Hours:	40 hrs. Per week	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;
- 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;

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- 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 electrical 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.