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:	**September 11, 2026**	**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;

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- 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 electronical 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.