

MECHANIC I

Public notice is hereby given of open application process to establish an eligible list for the position of Mechanic I in the classified service of the City of Parma. Applications available Monday, March 20, 2017 through Friday, March 31, 2017

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Civil Service Commission located in Parma Memorial Hall (building directly behind Parma City Hall - access off Ridgewood Dr.) 6617 Ridge Rd. Parma, Ohio 440-885-8060. The application must be properly filled out and filed with the Commission by Friday, March 31, 2017 at 4:30 p.m. **RESUME IS REQUIRED.**

NOTE: **The candidates will be ranked in a standard manner based on the information, qualifications, records or other data related to the candidate's ability to perform the duties of the position.**

MINIMUM REQUIREMENTS

EXPERIENCE: Must have five (5 yr.) mechanical experience and knowledge of light & heavy construction equipment. See attached job description for more details.

LICENSE; Must have valid Ohio Driver's License. Must secure a valid Commercial Driver's License upon hire.

CITIZENSHIP: Must be United States citizen or be in the United States legally.

SALARY: \$26.18 an hour. The City of Parma is an equal opportunity employer.

The new hire probationary period is one year.

By order of the Civil Service Commission
John L. Thomas Jr., Chairman
Timothy A. Boyko
Daniel A. Hoffman

An Equal Opportunity Employer

**51671 –MECHANIC I
CITY OF PARMA
028 - SERVICE DEPARTMENT**

JOB SUMMARY

The **Mechanic I** makes major and minor mechanical repairs on various kinds of gasoline and diesel-powered equipment. The **Mechanic I** works under the general direction and supervision of the Mechanic Supervisor. This position is “Classified” within the Civil Service of the City of Parma.

WORK ACTIVITIES

Inspection Duties

- Inspects and diagnoses mechanical defects in automobiles, trucks, graders, rollers, compressors, air tools, mowers and other mechanical equipment*

Installation Duties

- Installs batteries, tires, wiring, door glass, window glass, windshields, door handles and brakes*
- Installs all parts related to major and minor repairs*

Repair Duties

- Repairs mechanical defects in automobiles, trucks, graders, rollers, compressors, air tools, mowers and other mechanical equipment*
- Tears down mowers and performs general overhauling*
- Repairs transmissions, differentials, carburetors, distributors, fuel pumps, lights, steering gears, starters, generators, universal joints and hydraulic systems*
- Repairs auxiliary equipment such as pumps*
- Performs occasional machine lathe work*
- Makes occasional emergency repairs out of the shop*
- Performs gas or arc welding when necessary*

Construction Duties

- Builds specialized equipment such as, brackets or adapters*

Maintenance Duties

- Aligns wheels*
- Adjusts brakes*

Record-keeping Duties

- Maintains records of repairs made, orders and time sheets*

Other Duties

- Performs all other related duties as assigned+

*Denotes Essential Job Functions

+Denotes Essential Job Functions, Scheduling Accommodations Possible

TOOLS AND EQUIPMENT USED

- Batteries
- Brakes
- Carburetors
- Differentials
- Distributors
- Door glass
- Fuel pumps
- Gas or arc welder
- Generators
- Hydraulic systems
- Lights
- Starters
- Steering gears
- Tires
- Transmissions
- Universal joints
- Window glass

JOB CONTEXT

The **Mechanic I** works a 40 hour work week in one of three shifts; from 7:00a.m. until 3:30p.m; 3:00p.m. until 11:30p.m; or 11:00p.m. until 7:30a.m. The incumbent is on call 24 hours a day and weekend and holidays during emergency conditions. This position is full-time and operates 12 months a year. Regular and predictable on-site attendance is an essential job function. The **Mechanic I** performs his/her duties mostly within a climate controlled environment in the Service Garage. Occasionally, the incumbent will be called upon to make emergency repairs outside of the shop. In this case, weather conditions may be varied. The level of stress of this position varies depending on the conditions of the jobs. The physical activities of this position can be classified as intense due to the heavy amount of manual labor in vehicle repair.

JOB QUALIFICATIONS

Upon hire, a **Mechanic I** must have:

- A high school diploma or equivalent
- A minimum of 5 years mechanical experience
- A valid State of Ohio Driver's License-Class A

- Knowledge of light and heavy construction equipment
- Knowledge of the automotive apparatus and skill in the use of garage equipment and tools
- Knowledge of the theory, care and operation of internal combustion engines
- The ability to diagnose mechanical troubles and determine appropriate maintenance work
- Placed in the top ten on the Civil Service examination

After hire, a **Mechanic** must have:

- Familiarity with the geography of the City of Parma in case emergency on-site repairs are needed

In accord with the Collective Bargaining Agreement between the City of Parma and the Parma Service Workers Local 1 which expires on March 31, 2017, the annual hourly rate for a **Mechanic I** is \$26.18. The City of Parma is an equal opportunity employer.

The promotional probationary period is one hundred twenty (120) days from the first workday in the new position in accord with the above referenced Collective Bargaining Agreement. The new hire probationary period is one year.

Applications may be obtained from Parma Civil Service at 6617 Ridge Road, Parma, Ohio (Memorial Hall). A resume is required. Applications and resumes shall be submitted after completion to the Parma Civil Service Commission no later than 4:30p.m. on March 31, 2017.

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