



**CITY OF DELAWARE**  
invites applications for the position of:

**Mechanic Technician**

**SALARY:** \$40,164.80 - \$54,371.20 Annually

**OPENING DATE:** 06/12/19

**CLOSING DATE:** 06/30/19 11:59 PM

**NATURE OF WORK, ESSENTIAL FUNCTIONS & KSA'S:**

The City of Delaware is seeking a qualified mechanic to work on all types of equipment from weed eaters and lawn mowers to fire engines and ambulances and everything in between. Put your mechanical skills and experience to work!

Position will be filled as a Technician I, Technician II or Technician III, dependent upon the needs of the department and qualifications/experience of the preferred candidate.

**NATURE OF WORK**

Under the direct supervision of the Fleet Maintenance Division Supervisor and under the general supervision of the Public Works Superintendent, is responsible for the maintenance, repair and inspection activities of small gas equipment, light and heavy duty vehicles, construction equipment, and emergency response vehicles (based on the level of the position). Subject to emergency call-outs and must be able to work overtime including nights, weekends, and stand-by as required. Extended evening shift and weekends should be expected during winter operations. May be assigned to any division within the Public Works Department as a substitute for individuals on vacation, sick leave, etc., or during heavy work load periods or emergency situations.

**ESSENTIAL FUNCTIONS**

**Technician I (entry level)**

1. Performs inspection, diagnostic and repair activities concerning minor repairs and maintenance of City vehicles and equipment (i.e., small engine repair and maintenance, brake relining, preventative maintenance, tire changing/balancing, equipment lubrication, oil change, etc.).
2. Operates a variety of machinery, equipment and tools associated with repairing and maintaining vehicles and equipment which may include hoist, vehicle lift, jack, battery charger, air compressor, testing and diagnostic equipment; and other various mechanical tools.
3. Orders and collects needed parts from automotive shops; refers recommendations for major material/parts purchases to supervisor.
4. Makes emergency service calls for disabled vehicles and equipment at work sites or on the road, as needed.

**Technician II (proficient)**

1. Performs all of the functions of a Tech I listed above.
2. Performs inspection, diagnostic and repair activities concerning major repairs and maintenance of City vehicles and equipment (i.e., small engine repair and maintenance, clutch installations, brake relining, preventative maintenance, tire changing/balancing, large truck tire repair, equipment lubrication, oil change, etc.).
3. Estimates the cost and time of repairs and determines the most cost-effective methods.

**Technician III (advanced)**

1. Performs all of the functions of a Tech I & II listed above.
2. Performs inspection, diagnostic and repair activities concerning major repairs and maintenance of City vehicles and equipment (i.e., small engine repair and maintenance transmission repairs, clutch installations, brake relining, preventative maintenance, tire changing/balancing, large truck tire repair, equipment lubrication, oil change engine overhauling, etc.).

3. Determines serviceability and replacement needs for vehicles and equipment.
4. Schedules and coordinates work in serving all City departments; prioritizes work and determines what equipment and materials are necessary to accomplish work assignment.
5. Estimates the cost and time of repairs and determines the most cost-effective methods.
6. Coordinates with other City departments and implements preventative maintenance procedures and schedules.

## **SKILLS**

### **Technician I (entry level)**

- Semi-skilled in the use and care of hand and machine tools.
- Semi-skilled in locating and adjusting defects in a large variety of fleet equipment.
- Semi-skilled in the maintenance of carburetors, fuel injection and diesel diagnostics.
- Skill in following through on assignments with daily oversight and direction.

### **Technician II (proficient)**

- "Skilled" in all the areas of a Tech I listed above.
- Skilled in oxygen/acetylene torches and arc welding.
- Skilled in automotive electronics repairs.
- Skilled in use of automotive scanning equipment and software.
- Skill in working independently and following through on assignments with minimal direction.

### **Technician III (advanced)**

- "Highly skilled" in all the areas of a Tech I & II listed above.
- Highly skilled in equipment hydraulics maintenance and repair.

## **KNOWLEDGE**

### **Technician I (entry level)**

- Basic understanding of the standard methods, practices, tools and equipment of the automotive trade.
- Basic understanding of the hazards and standard safety protocols in the performance of essential functions as well as City policies regarding safe work practices.
- Basic understanding of the principles of operation of gasoline and diesel engines.
- Basic understanding in equipment hydraulics maintenance and repair.
- Basic understanding of and familiarity with computers and associated diagnostic software.
- Basic knowledge of oxygen/acetylene torches and welding abilities.

### **Technician II (proficient)**

- "Working knowledge" in all the areas of a Tech I listed above.
- Working knowledge of heavy construction and emergency response equipment, operations, maintenance and repair.

### **Technician III (advanced)**

- "Considerable knowledge" in all the areas of a Tech I & II listed above.

## **ABILITIES**

### **Technician I (entry level)**

- Ability to prepare activity reports and maintenance logs.
- Ability to operate a computer and associated programs in performing record input and maintenance.
- Ability to complete work orders daily in a detailed and legible manner.
- Ability to understand and carry out simple oral and written instructions.
- Ability to understand mechanical procedures and to test vehicles, machinery, equipment and parts for proper operation with daily oversight and guidance.
- Ability to diagnose and repair problems within accepted guidelines with daily oversight and guidance.
- Ability to comprehend and apply training to read and interpret diagrams, technical specifications, schematics, flow-charts and operation manuals.

- Ability to operate and maintain diagnostic equipment and mechanical tools for heavy equipment and automotive repair.
- Ability to perform basic mathematical calculations.
- Ability to develop and maintain effective working relationships with fellow City staff, associates, contractors and the general public.
- Ability to respond positively to minor oversight, instruction, and the constant demands throughout the workday.
- Ability and personal desire to stay abreast with current training and technological trends within the field of fleet maintenance.

### **Technician II (proficient)**

- Abilities in all the areas of a Tech I listed above.
- Ability to prepare written reports, including work orders, activity reports and maintenance logs.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to diagnose and repair complex problems within accepted guidelines with minor oversight and guidance.
- Ability to modify, design and fabricate special purpose equipment with minimal assistance.
- Ability to comprehend and apply advanced training to read and interpret diagrams, technical specifications, schematics, flow-charts and operation manuals.

### **Technician III (advanced)**

- Abilities in all the areas of a Tech I & II listed above.
- Ability to work independently through all assignments, tasks and work.
- Ability to fill in for Division Supervisor during his absence.
- Ability to understand and carry out complex oral and written instructions.
- Ability and personal desire to stay abreast with current training and technological trends within the field of fleet maintenance and to disseminate information to other technicians in an ongoing effort to communicate best practices, technological advances and processes.
- Ability to respond positively to instruction, provide positive instruction to others, and respond to the constant demands throughout the workday.

## **ILLUSTRATIVE EXAMPLES OF WORK / PHYSICAL REQUIREMENTS & WORKING CONDITIONS:**

### **ILLUSTRATIVE EXAMPLES OF WORK**

#### **Technician I (entry level)**

- Examines vehicles and equipment to determine necessary repair or maintenance work; conducts diagnostic computer testing; consults with drivers or equipment operator to obtain input on problems; diagnoses problems; determines parts/supplies necessary to conduct repairs with daily oversight.
- Performs preventative maintenance on vehicles and equipment; checks fluid levels, drains/replaces oil; cleans/replaces batteries and filters; remove/replaces belts, hoses, bulbs; lubricates and greases equipment; checks tire air pressure etc. with daily oversight.
- Inspects, tests, diagnoses and repairs problems involving various vehicle or equipment systems/components such as gas/diesel engines, ignition systems, air/electric and/or hydraulic brakes, hydraulic and electrical systems, computerized engines and transmission controls, steering components, exhaust systems, emissions systems, suspension systems, heating/air conditioning systems, lighting systems, cameras/recorders, or sirens.
- Rewires and repairs equipment electrical systems.
- Uses and disposes of hazardous materials according to established guidelines.
- Communicates vehicle/equipment status information to operator and/or department.
- Conducts road tests of vehicles undergoing repair to ensure all repairs and maintenance have been completed.
- Performs general cleaning/maintenance tasks necessary to keep vehicles, equipment, and tools in operable condition; washing/cleaning equipment, or cleaning shop/work areas; monitors equipment operations to maintain efficiency and safety.
- Maintains a clean and orderly shop while performing task.
- Performs other related duties as required.

#### **Technician II (proficient)**

- Performs the work of a Tech I listed above.

- Examines vehicles and equipment to determine necessary repair or maintenance work; conducts diagnostic computer testing; consults with drivers or equipment operator to obtain input on problems; diagnoses problems; determines parts/supplies necessary to conduct repairs with minimal oversight.
- Performs preventative maintenance on vehicles and equipment; checks fluid levels, drains/replaces oil; cleans/replaces batteries and filters; remove/replaces belts, hoses, bulbs; lubricates and greases equipment; checks tire air pressure etc. with minimal oversight.
- Straightens and welds damaged equipment bodies with minimal assistance.
- Welds and fabricates devices and equipment items for special needs with minimal assistance.
- Performs other related duties as required.

### **Technician III (advanced)**

- Performs the work of a Tech I & II listed above.
- Examines vehicles and equipment to determine necessary repair or maintenance work; conducts diagnostic computer testing; consults with drivers or equipment operator to obtain input on problems; diagnoses problems; determines parts/supplies necessary to conduct repairs.
- Performs preventative maintenance on vehicles and equipment; checks fluid levels, drains/replaces oil; cleans/replaces batteries and filters; remove/replaces belts, hoses, bulbs; lubricates and greases equipment; checks tire air pressure, etc.
- Straightens and welds damaged equipment bodies.
- Welds and fabricates devices and equipment items for special needs.
- Performs other related duties as required.

### **PHYSICAL REQUIREMENTS AND WORKING CONDITIONS**

1. The primary duties of this class are performed in an automotive shop environment with exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, working/walking on various types of surfaces including slippery or uneven surfaces and rough terrain. Work involves exposure to adverse weather conditions, vehicular traffic, cramped spaces and hazards involving the use of power tools and equipment, working around moving equipment and exposure to hazardous materials.
2. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, alarm and warning systems, including backup alarms, and to diagnose engine problems and relay maintenance needs.
3. Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, to inspect heavy equipment and automotive parts, fluid levels and make necessary repairs.
4. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of automotive shop tools and to make adjustments to equipment.
5. Sufficient strength to lift and carry, or otherwise transport, objects weighing one-hundred (100) pounds or more for varying distances repeatedly throughout an extended day.
6. Sufficient personal mobility, stamina, flexibility and balance to perform maintenance and repair functions that require standing, lifting, bending, stooping, kneeling, stretching, or other physical exertions, with or without reasonable accommodation, which permits the employee to work under vehicles, in cramped spaces and to remove and replace parts for repair or replacement for extended period of time.

### **TRAINING, EXPERIENCE, AND QUALIFICATIONS:**

#### **REQUIRED TRAINING, EXPERIENCE, AND QUALIFICATIONS**

1. Any combination of training and experience which will indicate possession of the skills, knowledge and abilities listed above.
2. Sufficient education, technical training or related coursework to ensure the ability to read, write, perform basic math.
3. Must provide and maintain own toolbox and hand tools.
4. Must be honest, dependable, and trustworthy.
5. Possession of a valid State of Ohio Motor Vehicle Commercial Driver's License (class A) with air-brake endorsement or the ability to obtain license within six (6) month probationary period is required. Tanker endorsement is preferred.

### **Technician I (entry level)**

1. Preferably two (2) years experience as a small equipment, auto and light truck mechanic or comparable education in formal auto mechanic training.

### Technician II (proficient)

1. Preferably five (5) years experience as a small equipment, auto, and heavy truck/equipment mechanic.
2. ASE (Automotive Service Excellence) and EVT (Emergency Vehicle Technician) certifications are highly desired.

### Technician III (advanced)

1. Preferably ten (10) years experience as a small equipment, auto, and heavy truck/equipment mechanic.
2. ASE (Automotive Service Excellence) and EVT (Emergency Vehicle Technician) certifications.

## SUPPLEMENTAL INFORMATION / SPECIAL REQUIREMENTS:

Position will be filled as a Technician I, Technician II or Technician III, dependent upon the needs of the department and qualifications/experience of the preferred candidate.

This position is part of the Public Works, Utilities, and Parks Association. Details about the compensation and benefits for this position can be found in the agreement by [clicking here](#).

*The class specification which appears above is intended to be sufficient merely to identify the class and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the duties which may be required of employees holding a position assigned to this class.*

*The City of Delaware is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA), the City of Delaware will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*

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The City of Delaware, Ohio is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.delawareohio.net>

Position #2019-00004  
 MECHANIC TECHNICIAN  
 LD

1 South Sandusky Street  
 Delaware, OH 43015  
 740-203-1025

[recruiting@delawareohio.net](mailto:recruiting@delawareohio.net)

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## Mechanic Technician Supplemental Questionnaire

- \* 1. Do you currently possess a valid State of Ohio driver's license?  
 Yes  No
- \* 2. Do you currently possess an Ohio Commercial Drivers' License?  
 Yes  No
3. If you currently hold an Ohio Commercial Driver's License, please specify which class and all applicable endorsements.
- \* 4. How many years of practical automotive and truck mechanical repair experience do you have?  
 Less than 2 year's experience  
 2-4 year's experience or formal auto mechanic training

5-9 year's experience

10+ year's experience

\* 5. Do you possess your own toolbox and hand tools, as required for the position?

Yes  No

\* 6. Do you possess an ASE (Automotive Service Excellence) certification?

Yes  No

\* 7. Do you possess an EVT (Emergency Vehicle Technician) certification?

Yes  No

\* Required Question