



Douglas E. Cade, PE, PS
County Engineer
1900 Lima Avenue
Findlay, Ohio 45840
419-422-7433

Job Opening: Full-time Mechanic

The Hancock County Engineer's Office is seeking a full-time Mechanic. Under supervision of the team leader, the mechanic will maintain and repair vehicles and equipment used by the County Engineer's organization. The mechanic will perform vehicle and equipment inspection; maintenance tasks; minor body work; winterizing activities; diagnosis and troubleshooting; as well as complex repairs on engines, electrical, ignition, intake and exhaust, hydraulic and related systems. Will work around machinery with moving parts, dust, noise, fumes, and alongside traffic. Work in a team-oriented environment. Perform other related duties as assigned.

Qualifications:

- High school or equivalent diploma and 1+ year(s) of related work experience.
- Possess and maintain a valid State of Ohio Class A or B commercial driver's license (CDL).
- Automotive Services Excellence (ASE) certification is preferred.
- Work a regular 7 am – 3:30 p.m., Monday through Friday day shift. Must be available and willing to work outside of regular shift, particularly during the winter months, and be on-call.
- Able to perform work in all environmental conditions; frequently stand, regularly walk, bend, stoop, crouch, kneel, climb, etc.; regularly lift or move weights up to 75 pounds—or greater, infrequently. Adequate hearing and depth perception.

Application can be accessed [here](#) or at: <https://www.co.hancock.oh.us/government-services/engineer>

To apply, please email completed application, along with resume/references to:

KREilerman@co.hancock.oh.us

or mail to:

Kristi R. Eilerman
Hancock County Engineer's Office
1900 Lima Avenue
Findlay, OH 45840

Job Title: Mechanic

Job Summary

Under supervision of the Team Leader, the mechanic is responsible to maintain and repair vehicles and equipment used by the County Engineer's organization. Perform vehicle and equipment routine preventive inspection; maintenance tasks; minor body work; winterizing activities; diagnosis and troubleshooting; as well as complex repairs on engines, electrical, ignition, intake and exhaust, hydraulic and related systems. Work in a team-oriented environment. Perform other related duties as assigned.

Essential Functions

Normal duties include, but are not limited to, the following:

- Perform vehicle/equipment maintenance and repair tasks of a physical nature for extended periods of time.
- Perform routine, preventive inspection and maintenance tasks such as changing oil and filters, changing tires, checking fluid levels, greasing and lubricating moving parts, disassembling and replacing worn parts, servicing vehicle transmissions and inspecting and repairing lights.
- Operate various hand and power tools, small machines, and medium to heavy motorized equipment for a standard work shift in accordance with customary operating and safety practices. Hand and power tools may include: wrenches, sockets, drills, impact guns, grinders, etc. Small machines may include: hoist, air compressors, and welder. Medium to heavy motorized equipment may include: service truck, fuel truck, dump truck, loader, grader and forklift.
- Exercise sound, independent judgment to effectively examine, diagnose and troubleshoot malfunctioning vehicles and equipment both in the shop and on the road.
- Apply knowledge and past work experience to perform routine to complex repairs on diesel and gasoline fuel engines, electrical, ignition, intake and exhaust, hydraulic and related systems independent of supervision. Replace parts, such as pressure hoses and fittings, universal joints, carrier bearings and drive shafts, rewire vehicles and equipment, and perform other related duties.
- Fit new parts and adjust engines, oil, water, fuel pumps, carburetors, fuel injectors, governors, starting motors, clutches, radiators, transmissions, differentials, brakes and steering gear.
- Perform minor body work to include cutting, brazing, fabrication, finishing and painting.
- Perform winterizing activities on vehicles and equipment; and service and repair snowplows, sand spreaders and other related equipment.
- Keep records of work performed, parts used and work to be completed at a later time. Prepare and submit work-related forms and reports.
- Assist highway crews as needed. Deliver fuel to work sites and fill vehicles and equipment fuel tanks; haul materials and equipment to work sites; patch, pave and seal concrete and asphalt roadways; repair road berms and ditches; remove ice and snow from roadways; and, monitor and direct traffic.
- Operate a dump truck with snow plow attachment to plow and/or spread salt for snow and ice control.
- Maintain the mechanic's tools, storage facilities, work benches, trucks and work areas in a clean and orderly fashion.
- Respond to after-hours emergency calls and perform related duties.
- Maintain regular, predictable, and punctual attendance.
- Communicate effectively with others both verbally and in writing. Courteously interact and responds to the public, elected officials, and co-workers.

- Establish and maintain cooperative, effective, and productive working relationships with coworkers, supervisors, and members of the public. Demonstrate tact, patience, courtesy, good judgment, and common sense.
- Effectively plan and organize work and complete tasks within prescribed timeframes.
- May perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.

Minimum Qualifications

- High school diploma or equivalent and 1+ year(s) of work experience as a mechanic that includes performing routine maintenance and routine to complex repairs on diesel and gasoline engines on vehicles and equipment. (A different combination of education and experience may be acceptable if deemed equivalent).
- Possess a valid State of Ohio Class A or B commercial driver's license (CDL) with an acceptable driving record.
- Automotive Services Excellence (ASE) certification is preferred.
- Authorized to work in the US for any employer, on a full-time indefinite basis without the need for employment visa sponsorship now or in the future.
- Able to read instructions, operating manuals, safety rules, organizational correspondence, bulletins, etc. and be able to follow simple to moderately complex instructions.
- Able to reliably commute to Findlay, OH work location.

Physical Requirements

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Work a regular Monday through Friday day shift. Available and willing to work outside of regular shift, particularly during the winter months; and required to be on-call.
- Frequently stand for long periods of time, regularly required to walk, bend, stoop, crouch, kneel, crawl, rake, shovel or sweep.
- Regularly lift and/or move weights up to 75 pounds; infrequently lift and/or move up to 100 pounds; and climb stairs (in buildings or into vehicles).
- Fine dexterity to operate keyboards, smart phones, small controls and for repair work.
- Hearing adequate to hear approaching vehicles, audible direction at a distance, over the radio/cell phone, and in-person conversations is required. Vision and depth perception adequate to safely drive, operate and repair equipment, complete computer work, and read instruction manuals and plans are required.
- Able to drive to various work site locations within Hancock County and surrounding counties.
- Able to perform work regularly in outside weather conditions, including extreme hot or cold weather conditions.
- Able to access and navigate job sites; frequently work on roadways alongside active traffic; and work around machinery with moving mechanical parts, vibration, noise and/or fumes/dust during a regular work shift.

Disclaimer

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This document does not create or constitute a contract of employment. The Engineer's Office reserves the right to add, modify, alter, amend, or remove any portion of this position description at any time. All printed position descriptions are uncontrolled and must conform to the latest approved revision.