



# Massillon Civil Service Commission

---

## **NOTICE OF EMPLOYMENT**

The Massillon Civil Service Commission is now hiring for the position of **Diesel Automotive Mechanic** for the Massillon Fleet Management Department.

**SALARY:** \$26.37 - \$29.40 hourly Full-Time CLASSIFIED

**BENEFITS:** The City of Massillon offers a benefit package that includes:  
Comprehensive Health Care Insurance  
Retirement Plan  
Paid Vacation  
Sick Leave Benefit  
Paid Holidays

To be eligible, you must complete a formal application for the City of Massillon found on the City website [Massillonohio.gov/jobs](http://Massillonohio.gov/jobs). Applications will be accepted through December 5, 2024. **You MUST submit a resume and cover letter with your City application. Failure to submit a resume and cover letter will disqualify you.**

**The resume and cover letter will be examined to create a certified eligibility list.**

---

### **JOB RESPONSIBILITIES:**

Under general supervision, the Diesel Automotive Mechanic is responsible for the completion of tasks associated with maintaining the city fleet and also assists in the training of workers utilizing safety precautions and best practices for each task and/or on each piece of equipment. This position performs municipal vehicle maintenance and repair as well as landscape and snow and ice removal equipment and performs other related work as required. Additionally, the position performs the duties of a full journeyman heavy-duty automotive mechanic. This position reports directly to the Chief Automotive Mechanic.

### **MINIMUM QUALIFICATIONS:**

- High school diploma or GED
- Must possess a valid Ohio Driver's License
- Must possess a valid Class A CDL  
Must have appropriate ASE Diesel certifications or have 5+ years experience as a Heavy Duty Equipment and Truck Mechanic

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Must be able to repair all types of equipment owned and operated by the City of Massillon
- Basic knowledge of sub-professional street construction and maintenance
- Ability to recognize unusual or threatening conditions and take appropriate actions, and work alone.
- Demonstrate physical fitness.
- Carry out instructions in written, oral or picture form.
- Cooperate with co-workers on group projects.

### **BONUS INFORMATION:**

#### **BONUS CREDIT – DOCUMENTATION & STANDARDS**

**Military:** An additional credit of twenty percent (20%) for those that have completed **One hundred eighty days (180) of active duty** serving service to executive order of the President of the USA or an act of Congress.

An additional credit of fifteen percent (15%) for those that have completed **Initial entry-level training, or a retired member of a reserve** component of the Armed Forces of the United States, including the Ohio National Guard.

- *Applicants must submit a certificate of service or Honorable Discharge (DD-214-Long Version) as proof of honorable military service and discharge to receive credit.*

**Additional Examinations:** Candidates receiving a conditional offer of employment will be required to pass a pre-employment medical examination, drug screen and background check.

#### **REASONABLE ACCOMMODATION**

Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commission's inability to accommodate any disability.

**EQUAL EMPLOYMENT OPPORTUNITY**

The City of Massillon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, gender, national origin, age, political affiliation, or any other non-merit factor.