



Massillon Civil Service Commission

NOTICE OF EMPLOYMENT

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

SALARY: \$21.69 to 28.39 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. Applications will be accepted through February 20, 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 Street Department Mechanic performs skilled labor functions that are physically demanding in the maintenance of city buildings, land, roads, and equipment and operates a variety of light and heavy construction equipment and trucks. The Maintenance Mechanic position performs work-related duties as required and may be assigned duties as needed. This position reports and takes direction from the Street Department Lead Worker (Foreman) and/or the Operations Superintendent.

JOB DUTIES:

- Operates a street sweeper, road roller, dump truck, loader, heavy truck, back hoe, light tractor, snow plow, blacktop paving machine, or any other related automotive equipment
- Operates mowing equipment such as a walk-behind, riding, flail, or push mower; trimming equipment such as a weed whip, hedge trimmer, etc. and various other landscape equipment as needed
- General landscaping duties including: weed control, planting, mowing, trimming and edging
- Services and makes minor repairs and maintenance to assigned equipment with gas, diesel, oil and water; supervises and participates in installing traffic directional and safety signs, striping of streets and parking lots, marking of loading and safety zones; and cleans, repairs and/or rebuilds catch basins
- Assists in snow and ice removal throughout the City
- Operates trucks to perform road maintenance and construction work by hauling cold patch, hot mix, gravel and/or rocks; operates trucks and tractors in salting and plowing of streets, sidewalks, and city parking lots
- Assists in keeping records of all work performed, reports need for materials and equipment needed
- Available “On-Call” during non-regular scheduled hours and for overtime during inclement weather, storm drain blockages and other emergencies
- Loads, hauls and unloads equipment and materials
- Sets up proper barricades and traffic control at work sites to warn traffic of work hazards
- Other duties as assigned by management

Experience / Education Required

Candidates for hire must successfully complete a pre-employment fit for duty physical, background check and drug test prior to appointment.

- Possess a High School Diploma or GED
- One year + of general experience in labor or equipment operation
- Ability to safely lift up to 50 lbs. respectively throughout the working day with or without accommodation
- Ability to stand, bend, twist, kneel, and climb throughout the shift
- Possess a valid Commercial Driver’s License (CDL)
- Work in adverse weather conditions
- Demonstrates physical fitness

- Utilizes computer to complete work assignments including data entry.

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.