

## **ASHLAND COUNTY ENGINEER**

### **POSITION APPLICATION ANNOUNCEMENT**

The Ashland County Engineer, Edward J. Meixner, P.E., P.S., has announced that applications are being taken for the position of Mechanic - Ashland County Highway Department. Applications will be accepted from all qualified applicants. The office of the Ashland County Engineer is an EEO employer.

- QUALIFICATIONS:** Applicant must meet the qualifications of the benchmark job description, a copy of which is available in the County Engineer's Office, 1511 Cleveland Avenue. A Class B CDL is a requirement for employment.
- BENEFITS:** Health Insurance, Prescription Coverage, Public Employees Retirement System, State Holidays, Vacation, Sick Leave, and Life Insurance.
- HOW TO APPLY:** To the office of the Ashland County Engineer, 1511 Cleveland Avenue, Ashland, Ohio, 44805, submit the following:
- (1) Letter of application (important as our office may be hiring multiple positions) Please include resume & references.
  - (2) A completed Schedule "C" as attached.
  - (3) Complete Part 1 of the "Release & documentation of testing information by previous employer" form as attached. Complete one form for each employer in the last three years.
  - (4) A completed "Applicant's Certification" as attached. Must be notarized.
- CLOSE DATE:** Until position is filled.

**Ashland County Highway Department  
1511 Cleveland Avenue  
Ashland, Ohio 44805**

**BENCHMARK JOB DESCRIPTION**

**POSITION TITLE:** MECHANIC

**JOB OBJECTIVES:**

- The incumbent is responsible for performing major and minor repairs, and servicing and maintaining county highway construction equipment and vehicles. Incumbent reports to Highway Superintendent and provides information to the Superintendent.

**ESSENTIAL JOB FUNCTIONS:**

- Repairs and maintains diesel and gasoline engines to include replacing worn bearings, installing piston rings, replacing clutch discs and pressure plates, and other similar activities.
- Inspects, repairs, and maintains vehicles and equipment to include electrical, ignition, intake/exhaust, hydraulic and related systems, as required, replacing parts such as pressure hoses/fittings, universal joints, carrier bearings and drive shafts, and wiring/rewiring vehicle electrical systems, plus other related duties as necessary.
- Performs preventative maintenance including, but not limited to, changing oil, checking and maintaining proper fluid levels, lubricating moving parts, and other related duties.
- Performs minor body work and changes/replaces tires as necessary.
- Performs winterizing activities on vehicles and equipment, services and repairs snowplows, salt spreaders, and other related equipment.
- Provides information to the person responsible for maintenance records, service reports, and order reports.
- Completes daily work sheets to provide information on the maintenance and service of the vehicles and equipment repaired and maintained.
- Completes daily work orders.
- Works overtime as required, according to the needs of the organization.
- Performs other duties as assigned by Superintendent, based on needs of the organization.
- Provides input to the Superintendent on personnel, tools, supplies, and equipment required to perform the assigned functions.
- Maintains clean and orderly work area in accordance with departmental guidelines.
- Locates, prices, and purchases parts and supplies as necessary.
- Provides input and information to the Superintendent on the condition and needs of the vehicles and equipment of Ashland County Highway Department.
- Receives direction from the Highway Superintendent.
- Assures that all safety requirements are in place on the job site.
- Reviews manuals and other technical material required to perform work assignments.
- Works to perform project assignments, and at times may work under the leadership of another foreman, as assigned by Superintendent, depending on the work being done.
- Required to be available for emergency type callouts.
- Interacts with the public in a courteous manner.
- Maintains regular and predictable attendance.
- Performs other duties as assigned by the Superintendent based on the needs of the organization.

**NON-ESSENTIAL FUNCTIONS:**

- Maintains clean and orderly work area.
- Assists as requested with locating, pricing, and purchasing parts and supplies as necessary.
- Performs related essential/non-essential functions at the same level of skill and knowledge, as required.
- Inspects certain equipment in the garage on a regular basis, according to a safety inspection checklist.
- May be required to serve on various committees.
- Performs related essential/non-essential functions at the same level of skill and knowledge, as required.

**SKILLS AND KNOWLEDGE:**

- Ability to operate and use a variety of hand/power/mechanic's tools and equipment used for testing and repairing vehicles and equipment utilized in highway construction repair and maintenance.

**CRITICAL SKILLS/EXPERTISE:**

- Thorough knowledge of the methods and practices of automotive and construction equipment repair and maintenance.
- Thorough knowledge, application, and use of the proper tools, either manual or power, required to complete various maintenance and repair work assignments.
- Ability to correctly analyze, diagnose, and repair mechanical, hydraulic, and electrical systems malfunctions in various automotive and construction equipment.
- Ability to read and write and to comprehend and act upon written instructions, policies and procedures pertaining to work orders and other related assigned duties.
- Ability to understand and follow oral instructions.
- Ability to maintain accurate written records reflecting work performed and parts and materials used.
- Ability to work independently and to carry out assigned duties efficiently, effectively, and timely.
- Ability to interpret and apply technical information and instructions to the work assignments as required.
- Thorough knowledge of the policies, procedures, and methods of the Highway Department and the relationship they have to projects and work assignments.
- Ability to plan and co-ordinate work.
- Ability to perform assigned duties safely and without injury or harm to self or others.
- Ability to maintain effective working relationships with other employees, the County Highway Superintendent, and the general public.
- Communicates with others in the workplace with courtesy, respect, and sensitivity.

**JOB STANDARDS:**

- Completion of secondary education with formal training in automotive/equipment repair, or an equivalent combination of coursework, training, and/or related work experience will be acceptable in place of formal training. Must possess a valid Commercial Driver's License and be able to operate the trucks and other equipment used by the organization. Must pass medical exam to meet physical qualifications set forth in 49 CFR 391.41, Subpart E, for holding a valid State of Ohio Commercial Driver's License, including passing pre-employment and random drug and alcohol testing. Must maintain a valid US DOT CDL medical card.

**RESPONSIBILITY:**

- Incumbent works under general supervision and follows established policies, procedures, and work methods in repairing and maintaining automotive and construction equipment. May be required to supply some personal tools. Incumbent discusses equipment and shop needs and conditions with County Engineer, Assistant County Engineer, and Superintendent. Incumbent shall work as assigned by the Superintendent, and is responsible for the timely completion of the work and his performance. Is required to exhibit moderately fast working speed. Incumbent may request deviations from previously issued instructions when necessary. May be required to perform highway work or other duties as needed by the organization. Interacts with the public in a courteous manner.

**PHYSICAL EFFORT:**

- The incumbent may perform light to heavy work. Incumbent's work effort involves prolonged and frequent pushing, pulling, carrying, lifting, standing, climbing, balancing, sitting, walking, bending, crouching, kneeling, and stooping activities using all major muscle groups. Work may be exacting. Incumbent must have full and unrestricted use of arms, wrists, and fingers to work with and adjust motors and their integral parts, to reach and work with unexposed parts, to use various tools, both manual and power. Incumbent must have full and unrestricted use of hip joints, legs, and feet to climb up and down from heavy equipment and to lie on creeper to perform diagnostic tests and/or repairs and maintenance. Normal hearing acuity and vision, including depth perception and color, are required due to working with color-coded electrical wiring, working in close proximity to heavy equipment, moving traffic, and electrical/electronic safety devices. Incumbent must be able to work steadily and accurately at a moderately fast speed. Must pass medical exam to meet physical qualifications set forth in 49 CFR 391.41, Subpart E, for holding a valid State of Ohio Commercial Driver's License, including passing pre-employment and random drug and alcohol testing.

**WORKING ENVIRONMENT**

- Work is performed inside a garage/shop environment and outdoors where incumbent is exposed to extremes in temperatures and weather conditions, vehicular traffic, dirt, dust, grease, acid, vibration, electrical and mechanical hazards, noise, and burns. Exposure to unfavorable health and safety factors, such as chemicals, are frequently present. Incumbent may be exposed to eyestrain in some circumstances. Incumbent is required to wear safety gear such as hard hat, safety glasses or goggles, heavy/rubber gloves, seatbelts, noise reduction ear muffs/plugs, steel-toe shoes/boots, reflective safety vests and related safety clothing/gear as required.

I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHEDULE C**

For positions that may on occasion drive a county vehicle or any other vehicle on behalf of the county.

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First, middle & last name: \_\_\_\_\_

Address: \_\_\_\_\_

Ohio Driver License Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**(THE ABOVE INFORMATION IS REQUIRED BY THE STATE OF OHIO TO RUN A MVR)**

Position applied for: \_\_\_\_\_

**Questionnaire:**

During the previous thirty-six months, have you been involved in any of the following:

1. Had any medical or other condition which would limit, restrict, or impair your driving?
  
2. Had automobile insurance rejected, cancelled, refused or been in a high risk insurance?
  
3. Been involved in any accidents either at fault or not at fault?
  
4. Been arrested for any traffic related incidents?
  
5. Had any traffic violations other than overtime parking?

Please provide all details including date and location for any question that was answered “yes”.

(Continued on next page)

I understand that as a condition of employment I must have a current and valid Ohio driver's license and an acceptable driving record which meets the standards of the county's auto liability insurer.

I further understand that I must provide, with my application, proof of personal auto liability insurance that meets the requirements of the state of Ohio and existing county minimum requirements.

I further understand that the county will request a copy of the bureau of motor vehicles report showing my driving record for all states that I have resided in during the past thirty-six months (3 years) period.

I understand that by giving incorrect information or by omitting information I am falsifying my application and therefore subject to dismissal if hired. I further agree to report to my supervisor any accidents, arrests, violations, or cancellation of personal insurance as soon as possible after they occur and prior to driving any vehicle on behalf of the county.

Prior to driving on behalf of the county: I declare I am familiar with the county resolution requiring driving suspensions for a poor driving record. I understand all of the above and agree to all requirements. I further attest that all statements made by me in this report are true to the best of my knowledge.

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APPLICANT SIGNATURE

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DATED:

# RELEASE & REQUEST FOR DOCUMENTATION OF TESTING INFORMATION BY PREVIOUS EMPLOYER

This form is used by the Ashland County Engineer's Office to comply with CFR 382.413 in obtaining testing information from a new driver's previous employer(s). This information **must** be obtained from **all** employers of **all** new drivers within the preceding two years. It **must** be obtained no later than 14 calendar days after the first time a driver performs a safety-sensitive function for the Ashland County Engineer. A separate request will be sent to each previous employer. After it is completed and signed by a program representative it will become part of the driver's Personnel File.

Date of employment application: \_\_\_\_\_

### Part 1 – To be completed by driver / applicant.

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_  
*driver / applicant's name* *previous employer*

to release to the Ashland County Engineer's Office the results of any positive controlled substance tests; alcohol tests with a result of .04 or greater; evidence of refusal to be tested; and information on any required substance abuse professional (SAP) evaluation, determination of need for assistance, and compliance with SAP recommendations for the preceding two years. I request such records be released immediately.

This authorization is valid until withdrawn by me in writing.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Name of driver: \_\_\_\_\_

Signature of driver: \_\_\_\_\_

SS number: \_\_\_\_\_ Witness: \_\_\_\_\_

### Part 2 – To be completed by previous employer in compliance with CFR 382.405.

	YES	NO
1. Has this person ever tested positive for controlled substances in the past two years during their employment with your company?	_____	_____
2. Has this person ever had a breath alcohol test with a result of .04 or greater in the past two years during their employment with your company?	_____	_____
3. Has this person ever refused a required test for drugs or alcohol in the past two years during their employment with your company?	_____	_____

If yes to any of the above questions, please release any documentation relating to the SAP evaluation, determination, and compliance, and give the SAP's name, address, and phone number for further reference.

SAP name: \_\_\_\_\_ SAP phone: \_\_\_\_\_

SAP address: \_\_\_\_\_

SAP city / state / zip: \_\_\_\_\_

Name of person releasing information: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person releasing information: \_\_\_\_\_

Please return this form to the Ashland County Engineer  
by Fax: 419-282-4328 or Email: [engineer@ashlandcounty.org](mailto:engineer@ashlandcounty.org).

**APPLICANT'S CERTIFICATION**

I understand that my appointment or employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement, or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the County, regardless of when such omission, falsification, misstatement, or misrepresentation may be discovered. I agree to the conditions and certify that all statements made by me on this application are true and complete, to the best of my knowledge. I also understand that I may be fingerprinted and a criminal background check through either the State of Ohio and/or the United States Federal Bureau of Investigation may be obtained. I understand that this employment application shall become the property of the County and that it and the information received in response to the background examination are public records.

I also understand that I may be required to furnish the County with a copy of my Income Tax Return for the year preceding this application and for each year during my employment or appointment.

I further understand and agree that my employment or appointment will be contingent upon the results of a complete drug test and any other medical or psychological examination reasonably necessary to determine my fitness for employment.

I understand that the use of drugs or alcohol is not permitted during work time, whether paid or unpaid, on County property, including vehicles at any time.

I understand that my continued employment or appointment may be contingent upon the results of medical or psychological examinations that I may be required to take during the term of my employment or appointment and the maintenance of personal physical fitness, to the degree necessary, to perform satisfactorily the duties of my position or assignment with the County.

I understand the following types of information will be collected: employment and educational histories; medical, military, insurance, credit and financial information, motor vehicle and police records; information about my abilities, family, character, lifestyle, and organization memberships, and information about any current drug use via drug testing. Information will be obtained by letter, by telephone, and by personal interview with both primary and secondary sources. This information is used as one element for appointment decisions.

I authorize any of the persons or organizations referenced in this application to furnish information, personal or otherwise, regarding my ability and fitness for employment or appointment with the County and I relieve all such parties and the County from any and all liability for any damage that might result from furnishing such information to the County.

I agree to conform to the rules, regulations, and orders of the County and acknowledge that these rules, regulations, and orders may be changed, interpreted, withdrawn, or added to by the County, at its discretion, at any time and without any prior notice to me.

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Signature of Applicant

Subscribed and sworn to be according to the law by the above named applicant on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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Notary Public