

Perry Township, Stark County, Ohio  
Position Description

## Road and Park Vehicle Technician/Road Maintenance Specialist

Position Title: Road and Park Vehicle Technician/Road Maintenance Specialist  
Division: Road and Parks Division  
Supervised by: Road and Parks Superintendent and/or his designee  
Status: Full Time  
Starting Wage: \$17.89-\$22.37 per hour/ 40 hour work week with seasonal mandatory overtime  
Benefits: Full time employee status

### **General Purpose:**

Performs routine servicing and repair of Perry Township fleet vehicles, mechanical equipment and facilities/and general road work.

### **Supervision Received:**

Works under the direction of Road and Parks Superintendent and/or his designee.

### **Essential Duties and Responsibilities:**

- Performs routine lubrication and oil filter changes on vehicles and equipment.
- Performs repairs on vehicles and equipment.
- Inspects tires, brakes, hoses, and belts, reports condition and effect repairs as directed, keeps shop, tools, equipment, and repair facilities clean.
- Inspects vehicles and equipment for safety, mechanical problems and notifies supervisor, effects repairs as directed.
- Performs general overhaul and repair work on gasoline and diesel-powered engines such as automobiles, trucks, tractors, and other automotive and mechanical equipment at offsite locations and at the garage.
- Inspect, adjust and replace necessary units and related parts including valves, hoses, belts, and alternators.
- Repair cooling, fuel, electrical and exhaust systems, tune engines using standard equipment.
- Inventory, order and control tools, supplies, and materials for garage, research, compare and locate parts, equipment, and vehicles.
- Drives apparatus to/from repair facilities.
- Attends training and mechanical training seminars and schools, as required.

- Communicates clearly, both verbally and in writing, on Township maintenance forms and interdepartmental memos.
- Enters maintenance information into Township record system.
- Able to multi-task and work with frequent interruptions.
- Maintains positive working relationship with internal and external customers.
- Perform related duties as required.
- Performs snow removal operations at various locations in the Township.
- Performs Road Maintenance Specialist duties when called upon.

### **Peripheral Duties:**

- Assists in building maintenance as assigned.
- Instruct members on proper maintenance and procedure of Township vehicles and equipment.

### **Minimum Qualifications:**

- High school diploma or GED
- Valid State of Ohio-Class A-CDL
- Three years previous experience in performing light and heavy vehicular service and repair. Must meet insurability of Township insurance carrier.

### **Knowledge Skills and Abilities:**

Working knowledge of:

- Operation of light and heavy gasoline and diesel vehicles
- Methods of performing oil lubrication and other fluid changes.
- Automotive repair and electrical systems.
- Electronic control systems (engine, transmission, anti-lock brake system, etc.)
- Thorough understanding of the hazards and safety precautions required during vehicle repair and maintenance.

### **Skills:**

- Skill in use and care of tools and equipment associated with the servicing of vehicles and motorized equipment.
- Skill in service and repair of air brakes and air systems.
- Fluid/filter changes.

- Lubrication
- Light and heavy vehicular repairs.

### **Ability:**

- To diagnose and repair operational problems on automotive equipment.
- To perform preventative maintenance tasks on a variety of vehicles and motorized equipment.
- To understand and effectively carry out verbal and written instructions.
- To read and interpret service manuals, schematics, charts, etc.
- Diagnose and repair electronic control systems.
- To meet scheduling and attendance requirements.
- Establish and maintain effective working relationships with co-workers, supervisors, and other Township personnel.
- Drive all types of equipment.
- Learn building maintenance procedures.
- Physically perform tasks required of the position.

### **Selection Guidelines:**

May include any or all of the following: formal application, review of education and experience. Background/driver's license verification and check, Bureau of Criminal Investigation (BCI) criminal background check, hiring list, offer of employment, post offer physical examination including drug screen.

### **Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, or hear, use hands to finger, handle, or operate objects, tools, or controls, and reach with hands and arms.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and smell.
- The employee must frequently lift and/or move up to 80 pounds. Specific vision abilities required by this job include close distance, color, and peripheral vision, depth perception and ability to adjust focus.

## **Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee regularly works in outside weather conditions.
- The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, cold and heat.
- The noise level in the work environment is usually high.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

*Perry Township maintains a drug/alcohol free environment.*

Only paper applications and resumes will be accepted.

Application packets must be returned to the Perry Township Road Department Facility at 1500 Jackson Ave. S.W., Massillon, OH 44646, between the hours of 7:00 a.m. to 3:00 p.m.-Monday through Friday. Application packets may be picked up at the Road Department Facility.