

# VILLAGE OF HIGHLAND HILLS

## JOB POSTING

November 14, 2022

**POSITION TITLE: HEAVY DUTY MECHANIC    CLASSIFICATION NO.:**  
**DEPARTMENT: PUBLIC WORKS                    SALARY: TBA**  
**FT/PT Status: FT/PT                                REPORTS TO: DIRECTOR**

### **JOB SUMMARY:**

Under general supervision, performs semi-skilled, skilled, and administrative work in maintaining the vehicles and mechanical equipment for the department of Public Works. Primarily in charge of the care and management of the apparatus relating to the operations and maintenance of the Public Works Department. Maintains all equipment in good working order to be ready for use by the staff.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Good organizational and communication skills. Ability to work well with others, as well as independently to complete daily activities according to work schedule. Knowledge of safe working practices. Ability to adapt to changing schedules or routines. Maintain employee morale.

### **QUALIFICATION, TRAINING, AND EXPERIENCE:**

- High school diploma or general education degree (GED).
- 2 years of experience relating to maintenance and/or repair.
- Valid Ohio driver's license required; minimum preferred CDL "B" license with air brakes certification. Must have a minimum of CDL "B" within 90 days of employment.
- Considerable knowledge of equipment facilities materials, methods, and procedures.
- Experience in operating necessary tools and equipment.
- Must have good oral, written, and interpersonal communication skills.
- Must maintain a professional appearance and courteous manner with residents, visitors, contractors, and fellow employees.
- Must be well organized, detail-oriented, and have the ability to maintain confidentiality

**Posting dates: Open until filled.**

*The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.*