

ERIE COUNTY

JOB POSTING #2019-053

OFFICE OF THE ERIE COUNTY

ENGINEER

POSITION: FT Mechanical Superintendent

SALARY RANGE: Depending on experience/qualifications

POSTING DATE: 8:00 a.m., November 4, 2019

CLOSING DATE: 4:30 p.m., November 8, 2019

MINIMUM REQUIREMENTS

Completion of the twelfth school grade or possession of a GED and approximately five (5) to ten (10) years' experience in equipment maintenance and repair which includes supervising others. Possession of a valid State of Ohio commercial driver's license. Erie County residency preferred.

Pre-employment physical and drug screen required.

An in-depth job description can be reviewed at the Human Resources Office at 2900 Columbus Avenue, Sandusky.

Qualified applicants apply at the Department of Human Resources, 2900 Columbus Avenue, Suite 210, Sandusky, Ohio OR visit Erie County's website, www.eriecounty.oh.gov, where employment applications and current job postings are available for viewing and/or downloading. Applications are also available and accepted at Your Job Store at Erie County Job and Family Services, 221 West Parish Street, Sandusky (operating hours 8:00 a.m. - 4:30 p.m. Monday through Friday). PLEASE NOTE: A completed Erie County application must be received in the Human Resources Department by 4:30 p.m., 11/8/19. EOE/AA/ADA

Approved for Content
Approved for Posting
Post until 4:30 p.m.,
Friday, November 8, 2019

2019-053 ERIE COUNTY JOB OPENING ANNOUNCEMENT

Where Applications Taken:

Erie County Human Resources Office
Erie County Services Center
Second Floor, Room 210
2900 Columbus Avenue
Sandusky, Ohio 44870

Office Hours:
8:00 a.m. till 4:30 p.m.
Monday through Friday

Where Postings Sent:

Erie County Care Facility: Human Resources
Erie County Court: Courthouse
Firelands Campus: Erie Cty Office Building
Ohio Business College: B.V.R.
Goodwill

Health Department: C.A.C.
Newspaper: NAACP
SHS Vocational Ed: Terra Tech
All County Bulletin Boards: OhioMeansJobs

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Erie County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services.

OFFICE: County Engineer

POSITION: Mechanical Superintendent

POSTING DATE: 8:00 a.m., Monday
November 4, 2019

LOCATION: 2700 Columbus Avenue
Sandusky, Ohio 44870

CLOSING DATE: 4:30 p.m., Friday November 8, 2019

WORKING HOURS: 7:30 a.m.-4:00 p.m.

Required to work overtime on demand any day or night as needed

EFFECTIVE DATE: 12/2/19

SALARY: Depending on experience/qualifications

Description of the Job:

Under direction of the Erie County Engineer's guidance, is responsible for maintenance and repair of all vehicles and equipment for the purpose of transportation, road building and drainage; input into the annual budget for the maintenance of inventory; schedules work assignments as coordinated with and to suit the needs of the Road Division.

Essential Elements:

- * Responsible for the operation of the entire division of Mechanical Operations for the Erie County Engineer's Office;
- * Directs the work of subordinates in the care and maintenance of equipment and vehicles under the general control of the mechanical operation including at least 2 garage personnel;
- * Makes recommendations for hiring, disciplinary action and termination to the Erie County Engineer;
- * Orients and trains new personnel; evaluates current employees' work performance;
- * Supervises the daily work assignments of personnel in the repair and maintenance, including but not limited to, automobiles, trucks, tractors, stripers, crack sealers, and other road maintenance and repair equipment such as but not necessarily limited to front end loaders, backhoes, graders, and rollers;
- * Provides budgetary input to the annual budget and is responsible for the implementation of the annual budget as it involves the mechanical operation;
- * Responsible for the monitoring of regular inspection of equipment as needed;
- * Inspects equipment to determine urgency of repair request and extent of repair;
- * Schedules all repairs and maintenance in coordination with Field Superintendent and prepares the necessary assignments to accomplish repairs and maintenance of all equipment;
- * Responsible for the acquisition and requisition of vehicle parts, equipment, garage staples, and related supplies in accordance with the required and adopted purchasing procedures of the Erie County Engineer;
- * Supervises and may engage personally in the testing of repaired equipment to ensure work has been completed properly;
- * Consults and obtains quotations from vendors and sales personnel and reviews products;

- * Supervises the Erie County Engineer's facility grounds maintenance as necessary;
- * Performs other related duties as required and/or directed.

Non Essential Elements:

- * Attends meetings as required.

Essential Skills, Knowledge, and Abilities:

- * Knowledge in the area of repairs and maintenance procedures for heavy equipment associated with operation of the County Engineer's highway department;
- * Capable of operating a mechanical division involving equipment and transportation common to a county road and bridge maintenance function;
- * Demonstrated knowledge of the principles of gasoline and diesel engines;
- * Able to interpret technical manuals, identify problems and formulate corrective action;
- * Possession of good written and oral skills;
- * Effective in making efficient management decisions relating to the tasks at hand;
- * Demonstrate experience in using technical tools for repair and maintenance of related equipment, including but not limited to micrometers, gauges, welding equipment, hand power and specialized tools;
- * Demonstrate ability in equipment repair and procedures;
- * Possession of required manual dexterity and physical fitness to perform duties described;
- * Demonstrate ability to supervise, train, develop, and evaluate subordinates.

Minimum Qualifications:

- * Completion of twelfth school grade or possession of a GED and approximately five (5) to ten (10) years' experience in equipment maintenance and repair which includes supervising others.
- * Possession of a valid State of Ohio commercial driver's license.
- * Physically able to lift 100 lbs.
- * Demonstrate ability to supervise, train, develop, and evaluate subordinates.

*** Preferred Qualifications:**

- * Exceeds ten (10) years' experience in the field of equipment maintenance;
- * Associate degree in vocational or business.
- * Completion of trade or vocational education in a recognized school of mechanical ability.

Preferred Qualifications:

- * Physically able to lift 100 lbs.
- * Reaching with bilateral upper extremities into/up to/down to various heights.
- * Bend, stoop, and squat.
- * Climb ladder/stairs.
- * Able to withstand extreme temperatures and vibration exposure with equipment tool use.
- * Alternate frequently between sitting/standing/walking through an eight (80-hour workday).

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Post until 4:30 p.m.,
Friday, November 8, 2019

WRITTEN APPLICATIONS MUST BE COMPLETED BY CLOSING DATE