



City of Bedford Heights

Auto Mechanics

Position Description & Job Duties



Bedford Heights is accepting applications for Mechanics now through November 16, 2021

REQUIREMENTS:

- U.S. citizen, 18 years of age or older
- At least 1 year of experience as Mechanic
- Possess a valid Ohio CDL
 - ⚙️ or obtain CDL within 6 months of hiring date
- Have ASE certifications, such as brakes, suspension, preventative maintenance, etc.

STARTING PAY RANGE: **\$56,617 – \$67,100** (\$27.22- 32.26/hr.)

...plus benefits: full health coverage, medical, dental, pension, 401K, overtime, vacation, PTO, & more.

Application Info:

↓ Applications available **October 4 – November 16** www.bedfordheights.gov/employment
 ⚙️ **Civil Service application is required**; City’s general employment app will **not** be accepted

☰ After the application has been filled-in, it must be notarized by a notary public. Notaries public can be found at banks, BMV, courts, attorney/law firm, etc.

When the application has been filled-in, signed, and notarized, then it may be submitted

Submitting your application:

🕒 Applications accepted beginning **October 11th to end of day November 16, 2021.**
 ⚙️ Include copies of **certifications** and **\$25.00 fee** with application

🐷 Acceptable payment forms of \$25.00 fee are: *Cash, Check, or Money Order.*
 ⚙️ If payment is a Check or Money Order, make **payable to The City of Bedford Heights.**

Submission Instructions:

DUE TO RESURGENCE OF COVID-19 AND VARIANTS
 Completed, Notarized application, \$25 fee, attached documents can be:

📍 Placed in secure drop box at City Hall’s main entrance, in rear of building

OR

✉ Mailed, ATTN: Civil Service Secretary 5661 Perkins Rd., Bedford Heights, OH 44146
 ○ (*postmarked by November 16, 2021*)

➡ For questions regarding ASE Certification, call Nick Baucco: 440-786-3272
 For general application info, call the Civil Service Secretary: 440-786-3213



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General Description:

Responsible for maintenance and repair of municipal vehicles and/or equipment.

Essential Functions:

These include, but are not limited to, with or without accommodations:

- Prepare and maintain a preventive maintenance program for municipal vehicles and equipment; record and maintain records of maintenance
- Order parts and make repairs to vehicles/equipment as needed; maintain record of repair
- Working independently or as part of a team, as assigned by a supervisor.
- Perform related duties as required or as assigned.
- Maintain valid certification and training for new maintenance procedures

Physical Requirements:

- Ability to see, identify and distinguish hand signals, used to communicate with co-workers while using heavy or noisy equipment.
- Ability to hear and possess an audible voice for two-way radio communication with flagmen working in congested roadways to control traffic.
- Ability to climb the height of a 20-foot extension ladder and lift up-to 75 pounds.
- Ability to work in unsanitary or hazardous conditions.
- Ability to work outdoors in all weather conditions and temperatures.

Working Environment:

Some functions of the position require working outdoors in all weather conditions and temperatures, working with routine and emergency situations, exposure to noisy conditions and vehicle fumes, working in hazardous spaces and heavy lifting.