

TURTLECREEK TOWNSHIP

An Equal Opportunity Employer

JOB POSTING

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Dept./Div.:	Maintenance Department	Position Title:	Maintenance Technician
Pay:	\$16.50 - \$19.50 per hour	Position Available:	1
Reports to:	Assistant Chief	Employment Status:	Full Time
Normal Hours:	7:30 – 4:00	FLSA Status:	Non-exempt (hourly)

JOB RESPONSIBILITIES: Under the supervision of the Assistant Fire Chief, performs maintenance, service, and repair operations for all Turtlecreek Township vehicles, apparatus, and equipment, including Fire Department, EMS, and Road Department.

QUALIFICATIONS: Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Must be at least 18 years of age; must possess a valid Commercial Driver's License (CDL), or obtain a CDL within six (6) months of employment, and have a good driving record; must have mechanical experience and capable of supplying personal inventory of basic mechanical tools; computer experience preferred; EMS and Fire certified preferred; must have reliable transportation.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a State of Ohio driver's license and remain insurable under the Township's vehicle insurance policy.

Must pass drug test and background check.

ESSENTIAL FUNCTIONS OF THE POSITION:

1. Under general direction of the Assistant Fire Chief, performs the maintenance, service, and repair operations for all Township vehicles, and equipment, including all Turtlecreek Township Fire Department/EMS and Road and Bridge Department motor vehicles, tractors, weed eaters, chain saws, generators, mowing equipment, etc.
 2. Assists with routine building and grounds maintenance and repairs.
 3. Operates Township vehicles and equipment.
 4. Performs and/or assists with annual hose and pump testing and other routine maintenance of fire apparatus and equipment.
 5. Performs routine safety and maintenance checks on in-service tractors, trucks, and equipment/apparatus.
 6. Maintains parts inventory records and assists with parts purchasing.
 7. May operate a snow plow (plowing/salting/sanding roadways) as necessary.
 8. May attend various seminars, public meetings, and conferences, as deemed beneficial and as authorized.
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9. Maintains required licensure and certification.
10. Demonstrates regular and predictable attendance.
11. Performs any other related duties as assigned.

TRAINING/CERTIFICATIONS:

EVT or SEA Certifications
EMS/Fire Certifications Preferred
Current Ohio Operator's License
Drug Free Work Place Drug/Alcohol Testing Program.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: Township policies and procedures; two-way radio operations; tools and equipment utilized in firefighting operations safety practices and procedures; building construction, maintenance, and repair; general construction, maintenance, and repair; mechanical maintenance; vehicle maintenance and repair; heavy and medium duty equipment maintenance and repair; proper lifting techniques; snow and ice removal; grounds maintenance and repair; office practices and procedures.

Skill in: use of modern office equipment; vehicle mechanics; motor vehicle operation; use of mechanics' tools and equipment; snowplow operation; use of bench and/or hand tools.

Ability to: carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; determine material and equipment needs; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare routine correspondence; prepare accurate documentation; communicate effectively; recognize safety warnings; understand a variety of written and/or verbal communications; develop and maintain effective working relationships; resolve complaints; lift up to 75 lbs from a squatting and/or bending position; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; utilize cleaning materials.

Application Procedure: Resumes and applications will be accepted at the Administrative Bldg., 670 N. State Route 123, Lebanon, Ohio 45036.

Application Deadline: September 25, 2018

Posted September 11, 2018
