



**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Automotive Mechanic 1

Working Title: Automotive Mechanic 1

Division/Department: Finance & Administration – Maintenance & Facilities

Job Status: Full-Time, 40 Hours

FLSA Status: Non-Exempt

PCN: 734125

Pay Range: 16 Bargaining

Probationary Period: 120 Days

Classification #: 53131/C137

Revision Date: 10/2022

OBJECTIVE/PURPOSE

Employee is under supervision of Building Maintenance Supervisor; maintains Agency vehicles in a safe running condition and ensures that Agency grounds are clear and have a pleasing appearance.

The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the Agency's Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.

ESSENTIAL DUTIES AND RESPONSIBILITIES

40% Repairs Agency vehicles and provides daily servicing of Agency vehicles; coordinates contract maintenance and repairs to all Agency vehicles; maintains and repairs grounds-keeping, snow removal and earth moving equipment. Provides emergency service to vehicles in field/on the road. Delivers and picks up vehicles. Cleans vehicles interior & exterior as directed.

20% Performs plantings and maintains turf, trees, shrubs and flowers and applies pesticides, insecticides and fertilizers.

20% Performs removal of snow and ice from walks and roadways; performs maintenance on walks and roadways and outdoor sports facilities.

10% Repairs and adjusts electronic equipment (e.g., TV's, VCR, DVD, Projectors, etc.)

ADDITIONAL DUTIES AND RESPONSIBILITIES:

5% Keeps records of repair work: dates equipment and parts used, etc.; obtains supplies and Equipment for maintenance of grounds and vehicles.

5% Performs other related duties as assigned.*

***Position subject to emergency call-in outside normal working hours.**

SUPERVISORY RESPONSIBILITIES

No

QUALIFICATIONS

Minimum Qualifications: Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus 2 college level courses in automotive mechanics (or 6 mos. exp. in automotive maintenance and repair of variety of motorized equipment); or equivalent (2 yrs. of high school training in automotive mechanics would qualify applicant).

Preferred: High school graduate; must be able to read common vocabulary and follow instructions; training or experience in automotive repair, grounds-keeping and small engine repair; knowledge of safety practices associated with repair of vehicles/equipment; must have current valid Ohio driver's license and required automobile insurance.

Physical Demands: Excellent health; able to lift and carry heavy objects within reason and limits of safety; must be able to climb ladders.

Equipment Used: Telephone, computer/tablet, push/riding mower, farm tractor, hand/tools/equipment, snowplow/blower and power tools/hand tools. Must have valid Ohio driver's license and required automobile insurance.

Signature of Agency Representative:

Charles Spinning
Executive Director

Date