

POSITION DESCRIPTION

Mechanic

Reports to:	Park Supervisor	Status:	Full-time, year-round
Reporting Location:	Armco Park 1223 N. St. Rt. 741 Lebanon, OH 45036	Compensation:	Starting at \$21 per hour
		Revision Date:	May 16, 2025

Position Goal:

The Mechanic will be responsible for the overall maintenance and upkeep of the Park District's vehicle fleet, golf course equipment and grounds maintenance equipment. This position, under the direction of the Park Supervisor, will ensure the proper operation of all equipment currently held within Warren County Park District. This position will ensure timely equipment repairs and scheduled maintenance.

Characteristic Duties and Responsibilities-Essential Functions:

1. Performs all required equipment maintenance, including the following:
 - Perform routine equipment maintenance such as oil changes, lubrications and tire pressure readings and adjustments
 - Perform corrective maintenance under tight deadlines to ensure quick turnaround times and smooth park operation
 - Inspect machines, engines, transmissions, etc. and run diagnostic tests to discover functionality issues
 - Replenish fluids and perform routine greasing
 - Ability to assist in vehicle transport to and from shop, and to and from job locations
 - Train other park staff on the maintenance procedures for various pieces of equipment
 - Recommend servicing of, and succession planning of, specific equipment to park management
 - Create and maintain all equipment and service records
2. Operates the following equipment:
 - Trucks, mowers, and various turf care machinery used to maintain and develop park lands
 - Operates various power tools used for equipment maintenance and park maintenance
3. Coordinates work with contracted service providers for tasks that exceed in-house capabilities
4. Assists with other park maintenance/operations duties on a temporary basis as needed/assigned.
5. Performs work in a safe and responsible manner in accordance with OSHA guidelines. Notifies Park Supervisor of unsafe conditions in a prompt, professional manner.
6. Follows Park District policies, as applicable.
7. Performs other duties as apparent or assigned.

Qualifications:

1. Education:
 - Graduation from High School or GED required
2. Experience:
 - Must be 18 years of age at time of hire
 - Minimum of two years of mechanic experience
 - Experience working in a parks, forestry, or landscaping setting preferred
3. Knowledge, Skills and Abilities:
 - Ability to perform a wide range of equipment and vehicle maintenance, some of which include substantial manual labor
 - Knowledge of and ability to use power tools and various shop machinery used in the maintenance of park equipment and vehicles
 - Ability to operate park vehicles and maintenance machinery (tractors, mowers, etc.)
 - Ability to interpret written and oral instructions
 - Ability to exercise good judgement and demonstrated emotional intelligence
4. Licenses:
 - Possession of a valid State of Ohio motor vehicle operator's license with driving record that is insurable under the Park District's insurance policies

Physical Requirements and Work Environment:

- Ability to regularly lift/move up to 50lbs, and up to 100lbs with assistance
- Ability to work in adverse weather conditions including, but not limited to; excessive heat, humid/wet conditions, fumes or airborne particles
- Required to (at times on uneven terrain) stand, walk, sit, climb, balance, kneel, crouch and crawl
- Ability to talk and hear, often in excessive noise level environments

Schedule:

- Typically 7:00am-3:30pm Monday-Friday, but may include occasional work outside of the typical hours/days, potentially including weekends and/or holidays, as assigned.

The position functions and responsibilities are illustrative only and do not represent all the duties or tasks to be assigned or performed by an employee with this position title.

Alternates to the above qualifications may be acceptable, subject to Chief Executive Officer approval.