



Job Vacancy Announcement

Chief Mechanic

Description

The City of the Village of Indian Hill, Ohio will conduct a Civil Service Examination to establish an eligibility list for the position of Chief Mechanic in the Public Works Department. The hiring process will include at a minimum an oral and a performance examination to test the applicants aptitude, skills, and knowledge pertaining to the Chief Mechanic role.

This position is responsible for general fleet maintenance and repairs of all Village owned equipment. This includes Police, Public Works/Water Works vehicles, snow equipment, heavy equipment, garbage packers, tractors, and small engine equipment, etc. Upfitting of new vehicles and equipment with strobes, light bars, and other safety equipment. The Chief Mechanic performs diversified electrical, mechanical, and hydraulic work on gasoline, diesel, and non-powered equipment and is involved in purchasing parts and supplies, maintaining records, and ensuring safety protocols are followed. In addition, monitors the performance of the assistant mechanic. Applicants will be required to work scheduled on-call and perform periodic paid emergency call-outs with the expectation of reporting to work within 60 minutes of being contacted.

Essential Duties and Responsibilities

- Performs general fleet maintenance and repairs of all Village owned equipment. This includes Police, Public Works/Water Works vehicles, snow equipment, heavy equipment, garbage packers, tractors, and small engine equipment, etc. Upfitting of new vehicles and equipment with strobes, light bars, and other safety equipment.
- Performs diversified electrical, mechanical, and hydraulic work on gasoline, diesel, and non-powered equipment.
- Performs welding, fabrication, and machine work as required.
- Coordinates all maintenance activities and directs the work of the assistant mechanic.
- Maintains parts inventory and all maintenance records.
- Provides emergency field assistance to disabled equipment as needed and appropriate
- Maintains good communication with all departments and personnel regarding service scheduling and work order completions.
- Maintains clean and neat work areas and files.
- Perform all duties as assigned by or through the Public Works Superintendent.
- Responds to overtime call-in or calls, as needed for emergencies, 7 days per week, 24 hours per day.

Knowledge, Skills and Abilities

- Must be able to work well as a team member and to relate effectively with members of the public; strong customer service skills.
- Must have knowledge of current office equipment and procedures.
- Demonstrated planning and organizational skills.
- Ability to maintain records.

- Considerable knowledge and skill in the use of tools, components, and equipment used in the repair of fleet equipment.
- Knowledge of inventory of products and departmental budgeting.
- Knowledge of diagnostic resources and has ability to quickly identify the source of a problem.
- Technical aptitude.
- Skill in welding and fabricating.
- Strong problem-solving skills.
- Ability to maintain effective working relationships.
- Ability to perform manual labor.
- Ability to utilize hand tools and power tools.
- Ability to supervise others.
- Ability to communicate effectively verbally and in writing.

Required Education and Experience

High school diploma or equivalent plus at least five years of progressively responsible experience in the automotive or heavy equipment repair field. Supervisory experience preferred but not required.

Licenses and Certifications

- Valid Automotive Service Excellence Certification or have the ability to obtain within 90 days from date of hire.
- Valid Ohio Commercial Drivers' License (CDL) – Class A with tanker endorsement or have the ability to obtain within 90 days from date of hire.

Physical Requirements and Working Conditions

The work environment characteristics described here are representative of those encountered while performing the essential functions of the position. Generally, work requires physical effort to stand, bend, stoop, kneel, balance, crawl, climb, push, pull, carry, lift and walk. Heavy to Very Heavy work involves occasionally lifting, carrying, pushing or pulling objects, equipment and supplies 50 to 150 lbs. or more and frequently lifting, carrying, pushing or pulling objects, equipment and supplies 25 to 50 lbs. Must be able to constantly lift, move or carry up to 10 to 20 lbs. Required to regularly use hands, handle, feel, grasp or operate objects, tools or controls and reach with hands and arms. Occasionally works in high or confined spaces and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; proper protection will be provided and worn per the recommended guidelines. The noise level in work environment will vary and at times may be loud; proper hearing protection will be provided and worn per the recommended guidelines. Must be able to smell. Requires ability to communicate verbally in person and via telephone; must be able to hear to perceive information at normal spoken word levels. Visual acuity is required. Requires frequent travel by vehicle and driving to local and distant work sites. Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. Work is frequently performed outdoors in inclement weather at facilities and work sites. Requires dexterity to walk over uneven terrain and unfamiliar terrain. Requires ability to work extended and flexible hours (to include nights and weekends).

Job Benefits

Competitive hourly rate of \$37.45 to \$48.37, depending on qualifications, with an excellent benefit package. Position is classified, FLSA non-exempt, and at-will.

Current benefits include:

- Participation in the Ohio Public Employees Retirement System

- Deferred Compensation Plans
- Comprehensive Health, Dental, Vision with employer contribution to Health Savings Account
- Employer paid Basic Life & AD&D in the amount of 1X salary up to a maximum of \$75,000
- Access to onsite workout facility and access to Beacon Tactical Performance and Rehabilitation Program/Employee Wellness Program
- Employee Assistance Program
- Education Assistance through Tuition Reimbursement
- 12 Paid Holidays
- Paid leave, including vacation, personal, sick and compensatory time
- Longevity pay annually after 5 years of service with the Village
- Years of service credit for those candidates who have prior service with other governmental units for vacation leave and eligibility to transfer up to 960 hours of unused sick leave with written verification from previous employer
- Supplemental Retirement Plan

Application Process

Qualified applicants are required to submit a completed application for employment and resume no later than 4:00 p.m. EST on Friday, August 15, 2025. Original signature is required on any paper application form submittals. It is the responsibility of the applicant to carefully list all pertinent experience, training and certifications. All documents may be submitted electronically through the Village's website (<https://indianhill.gov/employment>) mailed or delivered to the attention of:

Jessica Chaney
 Director of Administrative Services
 Village of Indian Hill
 6525 Drake Road
 Cincinnati, OH 45243
 (513) 561-6500
jchaney@indianhill.gov

Qualified applicants meeting the minimum qualifications will be contacted. All finalists will be subjected to a comprehensive background check and the selected candidate will be required to complete a pre-employment drug screening and physical examination.

Any established eligibility list is valid for a period of up to one year from date of certification.

The City of the Village of Indian Hill is an Equal Opportunity Employer