City of NAPOLEON, Ohio

255 West Riverview Avenue • P.O. Box 151
Napoleon, Ohio 43545-0151
Phone: (419) 592-4010 • Fax: (419) 599-8393
Web Page: www.napoleonohio.com

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Joseph Bialorucki

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Finance Director
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AUTOMOTIVE MECHANIC

The City of Napoleon is seeking qualified applicants for the position of Automotive Mechanic. The primary objective of this position, under direct supervision of the Operations Superintendent and Head Mechanic, is to perform repairs and maintenance of passenger automobiles, trucks, and heavy equipment.

Applicant must possess a high school diploma or equivalent, plus two years of experience in a position equivalent to an automotive mechanic or automotive mechanic helper. Advanced education and/or training in automotive and heavy equipment repair is preferred. A valid Ohio driver's license is required, along with a class B CDL (with tanker endorsement preferred).

This is a full-time position with a pay rate of $22.19 - $27.37 per hour, depending on experience. Additional benefits include paid holidays, eligibility for health benefits, paid time off, as well as participation in the Ohio Public Employees Retirement System (OPERS).

Application forms are available at the City of Napoleon Administration Building, 255 W. Riverview, Napoleon and at **www.napoleonohio.com**. Applications will be accepted until 4:00 p.m. on Wednesday, November 4, 2026. Submit completed applications and resumes to:

Emily Meyer, Human Resources Director
c/o City of Napoleon
P.O. Box 151
Napoleon, OH 43545

Or emailed to: emeyer@napoleonohio.com

The City of Napoleon is an Equal Opportunity Employer.

City of Napoleon

Automotive Mechanic

DEPARTMENT: Operations
REPORTS TO: Operations Superintendent
FLSA STATUS: Hourly (Non-Exempt)
CIVIL SERVICE: Classified (Non-Competitive)
UNION: AFSCME
APPROVED BY: Joel Mazur, City Manager
LAST UPDATED: February 20, 2017

SUMMARY

This position is responsible for performing repairs and maintenance of passenger automobiles, trucks, and heavy equipment; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Does general repair work on light and heavy trucks, police vehicles, gasoline motors, tractors, bulldozers, graders and other city equipment.
- Replaces necessary units and related parts, including valves, pistons and main bearings, and assembles cooling, fuel and exhaust systems.
- Inspects, adjusts, repairs and overhauls brakes, ignition systems, differentials and rear axle assemblies.
- Performs welding and fabricating jobs, such as repairing frames, making trailer hitches and new fixtures from drawings.
- Tunes motors using standardize testing equipment.
- Maintains necessary records on work performed, hours, materials and parts used.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Good knowledge of materials, tools, methods and techniques commonly employed in the automotive mechanic trade.
- Good knowledge of the principles of operation of gasoline and diesel engines and of mechanical repair of heavy trucks and construction equipment and other automotive equipment.
- Skill in the use of hand and machine tools used in motor repair and adjustment work.
- Skill in gas and electric welding.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt available tools and repair parts to specific repair problems.

EDUCATION, and /or EXPERIENCE

- High School diploma or equivalent.
- Two (2) years of experience in a position equivalent to an Automotive Mechanic Helper.
- Advanced education and or training in automotive or heavy equipment repair is preferred.

LANGUAGE SKILLS

- Must be able to communicate effectively verbally and in writing.

REASONING ABILITY

- Must be able to establish and maintain effective working relationships with employees and public.
- Must be able to exercise good judgment.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- Must possess and maintain a valid Ohio class B CDL License (with tanker endorsement preferred).
- Must possess a valid Ohio Driver's License.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds easily and one hundred (100) pounds on occasion.
- Must have good hearing and eyesight, with or without corrective measures.

WORK ENVIRONMENT

- This job is performed on-site, unless otherwise directed.