

MIAMI TOWNSHIP

Montgomery County, Ohio

2700 Lyons Rd, Miami Township, OH 45342

937.433.9969



Military Experience: Yes No If Yes, please attach copy of DD214

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position Applied For: _____

Date of Application: _____

How did you learn about this Position(s)?

Newspaper Website Current Employee Other, Please specify: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Last Name: _____ First Name: _____ Middle Name: _____

Address: (Number) (Street) (City) (State) (Zip Code)

Telephone Number(s) _____

Social Security Number _____

Email Address: _____

Best time to contact you at home is: _____ : _____ AM/PM

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

If Yes, give date: _____

Have you ever been employed with us before? Yes No

If Yes, give date: _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? Yes No

Proof of citizenship or immigration status will be required upon employment.

Date available for work: _____

Are you available to work: Full Time
 Part Time (Please indicate Mornings Afternoons)
 Temporary (Please indicate dates available _____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

For positions that require the operation of a motor vehicle, are you able to provide evidence of authorization to operate a motor vehicle in the United States? Yes No

ADDITIONAL INSTRUCTIONS

This application is intended for the use by Miami Township to select the most qualified and best candidate for the position. Complete all information requested on this form. All information contained herein will be subject to verification, i.e., source documentation, polygraph and screening procedures.

The answers to questions contained in this application must be completed by your own hand. If hand printed, print legibly in black or blue ink only. Each question must be answered, there can be no blanks. **If a question does not apply to your particular circumstance, insert, "DNA" in that blank.** When answering questions requiring dates, insert the full date, partial month-year responses are unacceptable. Partial address responses are unacceptable.

A resume is not accepted in lieu of a completed application. The information contained within the application is the information that is considered. Supporting certifications, where applicable, are acceptable as enclosures.

An application that is incomplete and/or not submitted for consideration per directions will not be considered complete and is automatically disqualified.

WARNING

Applicants are cautioned to answer every question truthfully and without evasion or for practicing any fraud or deception in obtaining or attempting to obtain Municipal Employment. Such penalties include rejection for appointment or discharge after appointment and/or prosecution under Ohio Revised Code Chapter 2921.

MORE SPACE NEEDED

If you should require more paper to complete a section, use a separate sheet of paper if more room is needed. **Do not write on the back of any page.**

EDUCATION/TRAINING

	Name and Address of School	Course of Study	Years Completed	Diploma/ Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, skills and extra-curricular activities:

Describe any job-related training received in the United States Military:

EMPLOYMENT HISTORY

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed From To		Work Performed/Responsibilities
Address				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From To		Work Performed/Responsibilities
Address				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From To		Work Performed/Responsibilities
Address				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed From To		Work Performed/Responsibilities
Address				
Telephone Number(s)		Hourly Rate/Salary Starting Final		
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

ADDITIONAL INFORMATION

SKILLS:

Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS:

Include equipment-operated skills, i.e., computer, motorized equipment.

State any additional information you feel may be helpful to us in considering your application:

Note to Applicants: DO NOT ANSWER THE FOLLOWING QUESTIONS UNLESS YOU HAVE THOROUGHLY REVIEWED AND UNDERSTAND THE JOB REQUIREMENTS, DETAILED IN THE ATTACHED JOB DESCRIPTION, FOR THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? Yes No
A review of the activities involved in such a job or occupation has been given? Yes No

REFERENCES:

1. _____
(Name) (Telephone Number)

(Address)
2. _____
(Name) (Telephone Number)

(Address)
3. _____
(Name) (Telephone Number)

(Address)

READ CAREFULLY BEFORE SIGNING

I certify that the information provided in and with this Employment Application is true, correct and complete. I agree that, if I am hired, Miami Township may terminate my employment for any false or misleading statements or omissions in this application regardless of when they may be discovered. I understand that an investigative consumer report may be made concerning my character, general reputation, personal characteristics and code of living. Upon written request within a reasonable period of time, I may obtain from Miami Township a written disclosure of the nature and scope of any investigation requested.

I agree that, if hired, my employment is for no definite period of time. My employment may be terminated any time for any reason by either Miami Township or me. I agree that Miami Township can change this in writing and that any verbal statement to the contrary is not binding.

If any section(s) of this Application for Employment are held to be invalid, the remaining sections shall not be affected and shall remain in effect.

Signature: _____ Date: _____

READ CAREFULLY BEFORE SIGNING

This Application for Employment will be considered active for the period in which the position being applied for is open and active. If hired, the Application for Employment and all addendums and additions become a part of official employment records.

By signing below, I am acknowledging that I have read and that I understand all that is contained within the Application for Employment.

Signature: _____ Date: _____

Miami Township considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status or any other legally protected status. Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or selection process need to notify a representative of the Administration Department in a timely fashion.

READ CAREFULLY BEFORE SIGNING

Permission for the Release of Information Waiver

I hereby give my permission for authorized agents of the Miami Township to conduct an investigation of my background, including education, employment, credit, reputation, military records, social networks, and any other factors which such agents may deem proper and necessary in connection with my application.

I authorize Miami Township to conduct pre-employment investigation activities and assessments; not limited to public records requests, a credit check, pre and post-hire drug and alcohol testing, and pre-employment assessments. I also specifically waive any right I may have to written notice from any former employer, references, or schools prior to the release of my employment information to Miami Township.

I give my permission for any person, business or institution contacted in the course of such investigation to release any and all information properly requested, and Photostats of same if requested, and do hereby release such person, business or institution from all liability for providing correct information.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: _____ Date: _____

Intentionally blank for the rest of the page.

READ CAREFULLY BEFORE SIGNING

I agree that, if hired, my employment, except where covered by a collective bargaining agreement, is for no definite period of time, my employment may be terminated any time for any reason by either Miami Township or me. I agree that Miami Township can change this in writing and that any verbal statement to the contrary is not binding.

If any section(s) of this Application for Employment are held to be invalid, the remaining sections shall not be affected and shall remain in effect.

My signature below indicates that I have read, that I understand, that I agree with the above information, and that my agreement is legal and binding.

Signature: _____ Date: _____

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FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For is Open: Yes No

Position(s) Considered For: _____

Date: _____

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview: Yes No

Remarks: _____

Interviewer _____ Date _____

Employed: Yes No Date of Employment: _____

Job Title: _____ Department: _____

Hourly Rate/Salary: _____ By: _____

Name and Title _____ Date _____



MIAMI TOWNSHIP

Montgomery County

10891 Wood Road, Miami Township, OH 45342

JOB POSTING

Position:	Fleet Maintenance Mechanic, Public Works Department
Posted:	May 26, 2022
Closing:	June 23, 2022
Status:	Full-time, Non Exempt
Job Reference #:	20220526
Job Location:	Public Works Facility, 10891 Wood Road, Miami Township, OH 45342
Hours/Week:	Generally 7:00 am to 3:30 pm, 40 hours per week depending on season. On call as needed for emergency operations
Salary:	\$20.57- \$29.14 per Hour: Ten Step Wage Range
Advancement:	Opportunity for managerial advancement with salary range up to \$68,513.95
Benefits:	Full benefits
How to apply:	Resumes are welcomed, but not accepted in lieu of completed application materials. Applications will be accepted until 3:30 PM on June 23, 2022.

POSITION SUMMARY

This is a contributing level class Maintenance classification and has no supervisory skills associated with the responsibilities. Hours per week are 40, depending on season, with overtime expected during the winter months. Shall be available as needed for emergency operations to clear roadways during winter weather events. Shall possess, or attained within six (6) months of hire, and maintain an Ohio Class A Commercial Driver's License with Air Brake Endorsement during employment tenure. Perform skilled work at the journeyman level in the maintenance and repair of a wide variety of automotive and construction equipment. Work is under general supervision, but independent judgment is required as to the method of repair after receiving oral instructions or written work orders. A Vehicle Maintenance Supervisor, Fleet Manager or other assigned supervision may check the work in progress or test running condition of equipment after work is completed. Requires more than usual physical strength and endurance. Does related work as assigned.

GENERAL JOB DUTIES AND RESPONSIBILITIES

- Perform general overhaul and repair work on automobiles, emergency services vehicles, light and heavy trucks, gasoline and diesel motors, tractors, bulldozers, graders, and other government owned equipment;
- Inspect vehicles and equipment on a regular basis to ensure all safety requirements are met;
- Diagnose problems on equipment serviced;
- Inspect, adjust and replace necessary units and related parts including valves, pistons and main bearings, and assemble cooling, fuel and exhaust systems;
- Repair and overhaul brakes, ignition systems, transmissions, differentials and rear-axle assemblies, hydraulic systems, winches and hoists and tractor tracks;
- Tune motors using standardized testing equipment;
- Perform basic welding and fabrication on equipment and vehicles;
- Respond to emergency road calls for disabled equipment to make minor adjustments or order the vehicle towed to the appropriate location;
- Perform preventive maintenance and regulated and policy safety inspections;

- Able to work independently and without immediate supervision for periods of time and able to work productively in a group setting;
- Able to work with a mobile phone and be on-call to respond to emergencies within reasonable time limit from notification;
- Able to perform all basic tasks in roadway maintenance;
- Apply rock salt and plow snow using vehicles requiring a Class A CDL with Air Brake Endorsement;
- May occasionally fill in for supervisor with limited additional duties;
- Perform related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Considerable knowledge of standard practices and equipment of the automotive mechanic trade;
- Considerable knowledge of the principles of operation of gasoline and diesel engines and of mechanical repair on heavy trucks and construction equipment;
- Knowledge of the occupational hazards and safety precautions of the trade;
- Ability to adapt available tools and repair parts to specific repair problems;
- Skill in the use and care of hand and machine tools employed in motor repair and adjustment work;
- Skill in adjusting defects in heavy automotive equipment;
- Ability to learn and function within the areas of machinery, facilities, materials, methods and procedures used in this type of work environment;
- Ability to accurately complete work orders using a computer and fleet management software system;
- Comply with safety rules and regulations;
- Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Knowledge of a variety of skilled maintenance and manual tasks;
- Ability to understand and follow oral and written instructions;
- Capable of communicating effectively both verbally and in writing;
- Capable of identifying occupational hazards;
- Ability to read and write legibly for official recordkeeping.

ESSENTIAL PHYSICAL ABILITIES

- Mechanical aptitude; physical condition that permits such activities as heavy lifting, bending, stooping, driving and occasional work under adverse temperatures and/or weather conditions;
- Ability to physically negotiate different types of terrain with proper mobility to control body direction (walk over curbs and obstacles, up into vehicles, on gravel, over unimproved paths and roadways, on flat surfaces, tile, carpet);
- Ability to exert force to elevate objects of varying weight and size (lifting equipment and tools, humans, protective equipment);
- Ability to extend arms in a wide range of movements (reach files, documents, publications, equipment handles);
- Ability to exert enough force to move stationary objects toward or away from their former position (pull carts, equipment, push carts, lifting objects);
- Ability and dexterity to work with hand held tools, such as but not limited to: common hand and power tools, shovels, wrenches, detection devices, mobile radio, and phones (conventional and mobile);
- Ability to manipulate hands, fingers, and wrists or to duplicate the following activities (grasping, holding heavy weights, keyboarding, pushing buttons, and repetitive movements) by other means;
- Visual acuity to distinguish from short and long distances and define, recognize, evaluate and differentiate objects (seeing written information, messages, signs, warnings safety hazards);
- Auditory acuity to hear, differentiate and evaluate varying sounds (pager, radio, or communication equipment, safety warnings) from close and far distances;
- Ability to independently lift objects weighing up to 85 pounds;
- Ability to work and operate in extreme temperatures and temperature changes (heat, humidity, below freezing, wind chill).

Pre-employment, post-offer physical examination including, but not limited to drug testing, background check, and other related components which are based on the specific sensory and/or physical demands of the position.

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE

- High school diploma or GED required;
- Completion of recognized apprenticeship program leading toward a journeyman rank as an automotive mechanic, and four (4) years of full-time experience in skilled automotive equipment maintenance, OR any equivalent combination of related education, certifications, experience and training which provides the required knowledge, skills and abilities;
- Valid Class A Commercial Driver's License with air brake endorsement at time of hire or attained within six (6) months of hire and maintain licensure during employment;

PREFERRED QUALIFICATIONS: EDUCATION AND EXPERIENCE

- Specialized training and education in automotive and equipment maintenance and repair technology including industry certifications in automotive repair;
- Advanced skills in welding and fabrication;
- Formal training in leadership development, effective communication and management;
- ASE Certifications in: Automobile, Medium and heavy duty trucks, Truck equipment, Parts specialist, Electronic diesel engine diagnostics, Auto advanced engine performance, other related tests;
- Skilled in performing snow removal using vehicles requiring a Commercial Driver's License.

SUPPLEMENTAL INFORMATION

- The Fleet Maintenance Mechanic position is currently scheduled to work as outlined above. Schedules may change or be temporarily adjusted as the needs of the organization or personnel change;
- Performance evaluations occur as follows: Six (6) month probationary and yearly thereafter;
- Comply with Miami Township policies and procedures;
- Successfully pass an ongoing Department of Transportation mandated random drug-testing program.

INTENT AND FUNCTION OF JOB DESCRIPTIONS/CLASS SPECIFICATIONS

Job Descriptions or Class Specifications (Job Descriptions) assist Miami Township in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standard requirements to successfully perform the position's responsibilities and requirements. In no instance should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended to create employment contracts. The organization maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.