

ROSS COUNTY ENGINEER  
JOB OPENING: EQUIPMENT MECHANIC I

POSTING #03-2025

1 to 3 Positions

- A Position description of the Equipment Mechanic 1 is attached.
- Rate of Pay: Start \$29.07 as of day of posting. Increases per bargaining agreement. Current employees start at \$29.57
- Shift 7:30 A.M. – 4:00 P.M. Winter Hours  
7:00 A.M. – 5:00 P.M. Summer Hours
- Report in Location: 755 Fairgrounds Road, Chillicothe, OH.
- Position is subject to a 9 month probationary period per Bargaining Unit Agreement. Promoted employee subject to 120 calendar days probation.
- Current employees of this office will be given first consideration and may apply by submitting a formal application which can be obtained from Superintendent Mike Buchanan or Assistant Superintendents, Brian Knoles, Matthew Francis or on the web at [www.co.ross.oh.us/engineer](http://www.co.ross.oh.us/engineer). Applications must be received by the Superintendent by 7:30 A.M., 10-15-2025

We are an EEO Employer

Posting: 7:30 A.M., 10-06-25 to 7:30 A.M., 10-15-25

# ROSS COUNTY ENGINEER'S OFFICE

An Equal Opportunity Employer

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## POSITION DESCRIPTION

<b>Employee Name:</b>	Ross County Engineer	<b>Position Title:</b>	Equipment Mechanic I
<b>Class Number:</b>		<b>Class Title:</b>	
<b>Dept./Div.:</b>	Engineer	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Maintenance Supervisor or High Level Mechanic	<b>FLSA Status:</b>	Nonexempt
<b>Pay:</b>	Collective Bargaining Agreement	<b>Civil Service Status:</b>	Classified
<b>EEO Status:</b>		<b>Normal Hours:</b>	7:30–4:00/7:00–5:00

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of secondary education or equivalent; Completion of auto mechanic and/or heavy equipment repair vocational or trade school, which must include training in cutting and welding, or equivalent.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a valid Class A commercial driver's license and maintain continuing eligibility for coverage under the existing vehicle insurance policy held by the county.

### EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:

Mechanic's hand tools, power tools, and diagnostic equipment; welding and cutting equipment; dump truck.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee is exposed to, must negotiate, use, or work with or in the vicinity of: floor openings and holes; wall openings and holes; stairs; portable wood ladders; portable metal ladders; manually propelled mobile ladder stands; noisy operations or activities; compressed gases (including acetylene); flammable and combustible liquids; dip tanks containing flammable or combustible liquids; personal protective equipment such as eye, face, and head protection.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered heavy work.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

### ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- 65–70% (1) Services and repairs county-owned vehicles and equipment (e.g., changes oil, greases and lubricates fittings and moving parts, changes and repairs tires, tunes up engines, installs snow removal equipment and parts, tests and diagnoses malfunctions, etc.).
- 5–10% (2) Responds to requests for assistance (road calls) and repairs and returns malfunctioning vehicles to the county garage.
- 5–10% (3) Operates welding and cutting equipment in order to fabricate metal parts, fix broken equipment, straighten metal parts, repair plow mounts and blades, repair automobile or equipment bodies, etc.

Developed by:

Date Adopted: July 1, 2001

Clemans, Nelson & Associates, Inc.

Date Revised: July 30, 2012

Dublin, Ohio 43016

{7/30/2012 PDRSEN 00105197 DOC }

# ROSS COUNTY ENGINEER'S OFFICE

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## POSITION DESCRIPTION

<b>Employee Name:</b>	Ross County Engineer	<b>Position Title:</b>	Equipment Mechanic I
<b>Class Number:</b>		<b>Class Title:</b>	
<b>Dept./Div.:</b>	Engineer	<b>Employment Status:</b>	Full-time
<b>Reports to:</b>	Maintenance Supervisor or High Level Mechanic	<b>FLSA Status:</b>	Nonexempt
<b>Pay:</b>	Collective Bargaining Agreement	<b>Civil Service Status:</b>	Classified
<b>EEO Status:</b>		<b>Normal Hours:</b>	7:30-4:00/7:00-5:00

20-30% (4) Assists higher level mechanics with the completion of more complex automotive repairs such as the overhaul of gasoline or diesel engines, hydraulic systems, transmissions, etc.

5-10% (5) Operates dump truck with snowplow attachment for snow and ice removal.

(6) Maintains required licensures and certification.

(7) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

(8) Demonstrates regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

(9) Completes forms regarding equipment repaired, materials used, time spent on repairs, etc.

(10) Performs any and all other related duties as assigned or directed in order to promote, further, or ensure the effective and efficient operation of the Ross County Engineer's office.

### MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)

**Knowledge of:** mechanics principles; agency policies and procedures; vehicle maintenance and repair; snow and ice removal.

**Skill in:** \_\_\_\_\_ mechanics; auto body repair; welding; motor vehicle operation; use or operation of \_\_\_\_\_; use of mechanics' tools and equipment.

**Ability to:** carry out detailed but basic written or oral instructions; deal with problems involving several variables within familiar context; cooperate with coworkers on group projects; perform heavy manual labor; perform light manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; operate \_\_\_\_\_ equipment.

### POSITIONS DIRECTLY SUPERVISED:

Developed by:

Date Adopted: July 1, 2001

Clemans, Nelson & Associates, Inc.

Date Revised: July 30, 2012

Dublin, Ohio 43016

{7/30/2012 PDRSEN 00105197.DOC }

# ROSS COUNTY ENGINEER'S OFFICE

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## POSITION DESCRIPTION

Employee Name:	Ross County Engineer	Position Title:	Equipment Mechanic I
Class Number:		Class Title:	
Dept./Div.:	Engineer	Employment Status:	Full-time
Reports to:	Maintenance Supervisor or High Level Mechanic	FLSA Status:	Nonexempt
Pay:	Collective Bargaining Agreement	Civil Service Status:	Classified
EEO Status:		Normal Hours:	7:30-4:00/7:00-5:00

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of this position description.

\_\_\_\_\_  
(Signature of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Employee)

\_\_\_\_\_  
(Date)

Developed by:

Date Adopted: July 1, 2001  
Date Revised: July 30, 2012

Clemans, Nelson & Associates, Inc.  
Dublin, Ohio 43016

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**ROSS COUNTY ENGINEER  
PERSONNEL POLICY MANUAL**

**AN EQUAL OPPORTUNITY EMPLOYER APPLICATION  
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\*\*\*\*\*  
PLEASE TYPE OR PRINT RESPONSES TO ALL OF THE QUESTIONS  
CONTAINED ON THE ENTIRE APPLICATION FORM  
\*\*\*\*\*

POSITION SOUGHT: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle Initial

HOME ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

COUNTY: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ARE YOU AN ADULT? YES ☐ NO ☐

\*\*\*\*\*  
**EMPLOYMENT HISTORY AND WORK EXPERIENCE**  
IN THIS SECTION, LIST ALL EMPLOYMENT HISTORY AND WORK EXPERIENCE IN DATE ORDER,  
INCLUDING MILITARY EXPERIENCE. BEGIN WITH YOUR CURRENT EMPLOYER. USE  
ADDITIONAL PAPER IF NECESSARY. FAILURE TO INCLUDE ALL EMPLOYMENT MAY BE  
GROUNDS FOR DISQUALIFICATION.  
\*\*\*\*\*

CURRENT EMPLOYER: \_\_\_\_\_  
(Enter "None" if unemployed)

MAY WE CONTACT YOUR CURRENT EMPLOYER PRIOR TO EMPLOYMENT? YES ☐ NO ☐

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_ CURRENT SALARY: \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

WHY DO YOU WANT TO LEAVE? \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\*

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FOR EMPLOYMENT**

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PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_ CURRENT SALARY: \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

\*\*\*\*\*

PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_ CURRENT SALARY: \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

\*\*\*\*\*

PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

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BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_ CURRENT SALARY: \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

\*\*\*\*\*

PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_ CURRENT SALARY: \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

\*\*\*\*\*

IF YOU NEED TO LIST ANY ADDITIONAL PREVIOUS EMPLOYERS, PLEASE USE A BLANK SHEET OF PAPER TO DO SO.

\*\*\*\*\*

**EDUCATION AND TRAINING**

THIS SECTION IS INTENDED TO GIVE THE EMPLOYER INFORMATION ABOUT THE EDUCATION AND TRAINING THAT THE APPLICANT HAS COMPLETED, AND TO DEMONSTRATE THE SKILLS, KNOWLEDGE, AND ABILITIES OF THE APPLICANT TO PERFORM THE JOB DUTIES OF THE POSITION.  
\*\*\*\*\*

HIGH SCHOOL ATTENDED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ HIGH SCHOOL EQUIVALENT? \_\_\_\_\_

COURSES PERTAINING TO JOB APPLIED FOR: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ACTIVITIES, AWARDS, SPORTS, ETC.: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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COLLEGE OR TRADE SCHOOL ATTENDED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ DEGREE: \_\_\_\_\_

COURSES PERTAINING TO JOB APPLIED FOR: \_\_\_\_\_

ACTIVITIES, AWARDS, SPORTS, ETC.: \_\_\_\_\_

GRADUATE SCHOOL(S) ATTENDED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DID YOU GRADUATE? \_\_\_\_\_ DEGREE: \_\_\_\_\_

\*\*\*\*\*  
PLEASE USE THE FOLLOWING SPACE TO PROVIDE ANY FURTHER INFORMATION ON TRAINING,  
EDUCATION, SKILLS, ABILITIES, HOBBIES, VOLUNTEER WORK, ETC., THAT YOU POSSESS OR HAVE  
EXPERIENCED THAT MAY BE HELPFUL IN THE EVALUATION OF YOUR APPLICATION.  
\*\*\*\*\*

If you need additional space please attach another sheet.

\*\*\*\*\*

**PERSONAL INFORMATION**

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DO YOU HAVE ANY COMMITMENTS (I.E., SECOND JOB, SCHOOL, ETC.) WHICH MIGHT INTERFERE  
WITH, OR ADVERSELY AFFECT, YOUR EMPLOYMENT SHOULD WE SELECT YOU FOR A POSITION?  
YES ☐ NO ☐

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

DO YOU POSSESS A VALID CDL DRIVERS LICENSE? YES ☐ NO ☐ CLASS \_\_\_\_\_

IF NO, CAN YOU OBTAIN ONE PRIOR TO EMPLOYMENT? YES ☐ NO ☐

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? YES ☐ NO ☐

ARE YOU RELATED TO ANYONE THAT IS CURRENTLY EMPLOYED BY THE ROSS COUNTY  
ENGINEER? YES ☐ NO ☐



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PLEASE LIST THREE REFERENCES WHO ARE NOT RELATED TO YOU THAT YOU HAVE KNOWN AT  
LEAST ONE YEAR:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

\_\_\_\_\_

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PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH PARAGRAPH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE ANY QUESTIONS REGARDING THESE PARAGRAPHS, CONTACT THE EMPLOYER BEFORE INITIALING THE PARAGRAPH.

1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing any medical examination that the employer deems necessary to determine whether I can physically perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol or substance abuse testing. Initials: \_\_\_\_\_
2. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening shifts or night shifts, including weekends and be on call and work mandatory overtime hours. Initials: \_\_\_\_\_
3. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand and accept that if I am employed by an Appointing Authority of Ross County, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded. Initials: \_\_\_\_\_
4. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that, depending on the department in which I am applying for employment, it may be necessary for the employer to investigate my background for any criminal or unlawful activity. Initials: \_\_\_\_\_
5. I hereby authorize the employers, schools and personal references named in this application to provide information regarding me to the employer. I further authorize the release of personnel, academic and other records to the employer. Initials: \_\_\_\_\_
6. **READ CAREFULLY BEFORE INITIALING**  
"I agree that any claim or lawsuit relating to my service with Ross County or any of its subsidiaries must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary." Initials: \_\_\_\_\_

I SOLEMNLY SWEAR THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED MAY LEAD TO WITHDRAWAL OF AN EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE EMPLOYER WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE, OR ALCOHOL ABUSE.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Notarized by)

\_\_\_\_\_  
(Date)

**EEO DATA: VOLUNTARY DISCLOSURE FORM**

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Regulations of the Equal Employment Opportunity Commission (EEOC) require employers to compile data regarding the nature and make-up of their work forces in order to further the goals of Title VII of the Civil Rights Act of 1964, as amended. Your responses to the following questions will help the employer comply with this requirement. Completion of this questionnaire is entirely voluntary on your part. Should you opt to complete the questionnaire, your response will be used by the employer solely for the purposes of preparing the reports required by the EEOC. Your response will be kept confidential, and will play no part in the employer's evaluation of your employment performance or status, or your treatment as an employee. The completed questionnaire will be kept separate from your personnel file.

NAME: \_\_\_\_\_

AGE: \_\_\_\_\_

SEX: \_\_\_\_\_

**RACIAL AND ETHNIC CATEGORIES:**

- ☐ White (not of Hispanic origin)
- ☐ Black (not of Hispanic origin)
- ☐ Hispanic
- ☐ Asian or Pacific Islander
- ☐ American Indian or Alaska Native

**DO NOT WRITE BELOW THIS LINE**

HIRED: \_\_\_\_\_ Yes \_\_\_ No \_\_\_ POSITION \_\_\_\_\_

DEPT. \_\_\_\_\_ SALARY/WAGE \_\_\_\_\_

DATE REPORTING TO WORK \_\_\_\_\_ SHIFT \_\_\_\_\_