



Andrew J. Baumer PE, PS

Auglaize County Engineer  
1014 S. Blackhoof Street, P.O. Box 59  
Wapakoneta, Ohio 45895

419-739-6520  
[abaumer@auglaizecounty.org](mailto:abaumer@auglaizecounty.org)

## **Mechanic 1**

*Posted 11/19/2025*

### **Job Summary**

Full time, classified position with benefits. Position description is available. Performs preventative maintenance on County-owned gasoline and diesel equipment (e.g. tune-ups, carburetors, brakes, valves, change oil), and maintenance and repairs of hydraulic systems, fabricate metal parts for use on County equipment, operates motorized equipment to assist with County highway maintenance and repair projects,

### **Career and Education Level**

Completion of trade school or experience as a skilled automotive/diesel mechanic, or equivalent

### **Experience/Certification Required:**

Class A CDL with tanker endorsement or ability to acquire

### **Salary/Benefits**

Full-time (40 hours per week) with overtime when determined by weather events, full health insurance, Ohio Public Employee Retirement contributions (OPERS), dental, vision, and other supplemental insurance available.

Salary starting at \$25 per hour, adjusted based on qualifications and experience.

### **Instructions to apply:**

Completed applications must be mailed to the Auglaize County Engineer, PO Box 59, Wapakoneta, OH 45895 or emailed to [abaumer@auglaizecounty.org](mailto:abaumer@auglaizecounty.org) until the position is filled. The application and job description can be found at [www2.auglaizecounty.org/employment-forms-and-applications](http://www2.auglaizecounty.org/employment-forms-and-applications).

Contact the County Engineer's Office for further questions, 419-739-6520

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 1 of 4

|                      |                           |                              |             |
|----------------------|---------------------------|------------------------------|-------------|
| <b>Agency:</b>       | Engineer                  | <b>Employee Name:</b>        |             |
| <b>Class Title:</b>  | Mechanic 1                | <b>Position Title:</b>       | Mechanic 1  |
| <b>Class Number:</b> | 52131C                    | <b>Position Number:</b>      |             |
| <b>Dept./Div.:</b>   | Engineer's Office         | <b>Civil Service Status:</b> | Classified  |
| <b>Unit:</b>         |                           | <b>Employment Status:</b>    | Full-time   |
| <b>Reports To:</b>   | Facilities Superintendent | <b>FLSA Status:</b>          | Nonexempt   |
| <b>EEO Status:</b>   | 07                        | <b>DOT/O*Net Code:</b>       | 620.281-050 |
|                      |                           | <b>Normal Work Hours:</b>    |             |

### GENERAL DESCRIPTION:

Under immediate supervision, performs preventative service and repair maintenance on County-owned gasoline and diesel equipment (e.g., tune-ups, adjusts ignitions, carburetors, brakes and valves, cleans carburetors and changes oil filters; performs major overhauls of engines and/or replacement of major parts (e.g., pistons, rings, crank shafts, bearings, torque converters, hydraulic systems, rear axle gears, 4, 5, and 13 speed transmission valves of trucks weighing 2 tons or more and motorized equipment with hydraulic mechanisms or other diesel engines)); fabricates metal parts for use on County equipment; operates motorized equipment to assist with County highway maintenance and repair projects; performs other related duties as required.

### QUALIFICATIONS: An example of acceptable qualifications:

Completion of trade school or experience as a skilled automotive/diesel mechanic, or equivalent.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid State of Ohio Commercial Driver's License with appropriate endorsement, must remain insurable under the County's vehicle insurance policy.

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

Motor vehicle, computer, light/heavy motorized equipment, welding equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee ascends and descends from ladders, stairs, and scaffolds; works in a confined space (e.g., manhole); works in the vicinity of duckboards (bridge plates); works in an area in which the means of egress is or can be obstructed; works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); exposure to environmental conditions which may result in injury from fumes, odors, dusts, mists, gasses, and poorly ventilated work areas; exposure to possible injury from extremely noisy conditions above 85db; exposure to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, or unclean conditions; exposure to possible injury from electrical shock, explosions, working with moving mechanical parts of equipment, or falling from high places; works in and around crowds; has contact with potentially violent or emotionally distraught people; exposure to potentially vicious animals; exposure to fire; exposure to hot, cold, wet, humid, or windy weather conditions; exposure to hazardous driving conditions; exposure to shaking objects or surfaces; exposure to second-hand smoke; may be required to lift, carry, push, and pull items up to 20 pounds frequently and up to 90 pounds occasionally.

Date Adopted:

Date Revised:

Developed by:  
Clemans, Nelson & Associates, Inc.  
Lima, OH 45805

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 2 of 4

|                      |                   |                         |                           |
|----------------------|-------------------|-------------------------|---------------------------|
| <b>Agency:</b>       | Engineer          | <b>Employee Name:</b>   |                           |
| <b>Class Title:</b>  | Mechanic 1        | <b>Position Title:</b>  | Mechanic 1                |
| <b>Class Number:</b> | 53231C            | <b>Position Number:</b> |                           |
| <b>Dept./Div.:</b>   | Engineer's Office | <b>Reports To:</b>      | Facilities Superintendent |
| <b>Unit:</b>         |                   |                         |                           |

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

In cases of emergency, unpredictable situations and/or department needs may be required to lift, push, pull and/or carry objects heavier than D.O.L. strength ratings recommend.

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

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

- 50% (1) Inspects and performs preventative maintenance on County-owned gasoline and diesel equipment; mechanical, electrical, and hydraulic systems (e.g., tune-ups, adjust ignitions, carburetors, brakes and valves, cleans carburetors and change oil and filters); studies resource bulletins and manuals from manufacturers; attends training sessions; participates in setting preventive maintenance schedules (e.g., obtains information used in setting preventive maintenance schedules using resource bulletins and manuals, writes up initial schedule and submits for approval, etc.).
- 15% (2) Performs complex and minor repairs on light and heavy-duty gasoline and diesel equipment (e.g., rebuilds engines, transmissions, hydraulic systems, and differentials); performs major overhauls of engines and/or replacement of major parts (e.g., pistons, rings, crank shafts, bearings, timing gears, torque converters, hydraulic systems, rear axle gears) of trucks weighing 2 tons or more and motorized equipment with hydraulic mechanisms or with diesel engines, repairs, replaces and/or adjusts clutches and brakes; lubricates fittings and changes oil; repairs and rebuilds worn parts and components, etc. Modifies vehicles and equipment for specific tasks (e.g., installs lights, sirens, and hitches) and performs bodywork.
- 15% (3) Operates cutting and welding equipment to fabricate or modify metal parts for use on equipment (e.g., mower attachments, snowplows, etc.).
- 15% (4) Prepares and submits work-related records (e.g., work orders, driver write up sheets, etc.).
- (5) Performs other related duties as required; operates light and heavy equipment as needed (e.g., dump truck with snowplow attachments during snow and ice control; loader; operates lowboy to haul materials to and from the work site; etc.).

|               |                                    |
|---------------|------------------------------------|
| Date Adopted: | Developed by:                      |
| Date Revised: | Clemans, Nelson & Associates, Inc. |
|               | Lima, OH 45805                     |

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 3 of 4

|                      |                   |                         |                           |
|----------------------|-------------------|-------------------------|---------------------------|
| <b>Agency:</b>       | Engineer          | <b>Employee Name:</b>   |                           |
| <b>Class Title:</b>  | Mechanic 1        | <b>Position Title:</b>  | Mechanic 1                |
| <b>Class Number:</b> | 53231C            | <b>Position Number:</b> |                           |
| <b>Dept./Div.:</b>   | Engineer's Office | <b>Reports To:</b>      | Facilities Superintendent |
| <b>Unit:</b>         |                   |                         |                           |

(6) Maintains required licensures and certifications.

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

(8) Attends professional education and training sessions, seminars, and workshops as directed.

(9) Must demonstrate regular and predictable attendance.

### OTHER DUTIES AND RESPONSIBILITIES:

5% Performs any and all other duties as assigned or directed in order to promote, further, or ensure the effective and efficient operation of the Auglaize County Engineer's Office.

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

**Knowledge of:** Auglaize County Engineer's Office policies and procedures\*; department policies and procedures; safety practices and procedures; tools and equipment used in maintenance and repair of automotive equipment; state motor vehicle laws.

**Skill in:** operation of test equipment; operating hand and power tools; use of standard mechanics tools and equipment; operation of cutting and welding equipment; operation of heavy/light motorized equipment.

**Ability to:** communicate effectively; develop and maintain effective working relationships; read, understand, and interpret manuals, instructions, and directions; diagnose equipment malfunctions; apply principles to solve practical everyday problems; perform manual labor for extended periods of time under adverse weather conditions; understand and follow directions, technical in nature; prepare and maintain accurate documentation.

### POSITION NUMBERS AND CLASS TITLES OF POSITIONS DIRECTLY SUPERVISED:

None

Date Adopted:  
Date Revised:

Developed by:  
Clemans, Nelson & Associates, Inc.  
Lima, OH 45805

# AUGLAIZE COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 4 of 4

**Agency:** Engineer  
**Class Title:** Mechanic 1  
**Class Number:** 53231C  
**Dept./Div.:** Engineer's Office  
**Unit:**

**Employee Name:**  
**Position Title:** Mechanic 1  
**Position Number:**  
**Reports To:** Facilities Superintendent

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 both the Cover Page(s) and the Inside Page(s) of my position description, and that I understand the contents of the position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

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

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

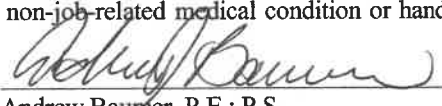
\_\_\_\_\_  
(Date)

**Date Adopted:**  
**Date Revised:**

Developed by:  
Clemans, Nelson & Associates, Inc.  
Lima, OH 45805

**APPLICATION FOR EMPLOYMENT**  
**AT AUGLAIZE COUNTY HIGHWAY DEPARTMENT**  
(Auglaize County Is an Equal Opportunity Employer)  
(Please Print Plainly)

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in the position that best meets your qualifications and may assist us in possible future upgrading. Filling out this application does not necessarily mean you will be accepted for a job. We consider applicants for all positions without regard to race, color, religion, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

  
Andrew Baunier, P.E.; P.S.  
Auglaize County Engineer

**Position(s) Applied For**

**Date of Application**

**Mechanic**

|                             |                    |                                         |
|-----------------------------|--------------------|-----------------------------------------|
| <hr/> (Last Name)           | <hr/> (First Name) | <hr/> (Middle Initial)                  |
| <hr/> (Address)             | <hr/> (City)       | <hr/> (State) <hr/> (Zip Code)          |
| <hr/> (Telephone Number(s)) |                    | <hr/> /      /<br>(Social Security No.) |
| <hr/> (E-mail address)      |                    |                                         |

**Circle the correct answer:**

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 \_\_\_\_\_

Are you currently employed? Yes      No

Do you have a valid Commercial Driver's License Class A? Yes      No  
Please circle endorsements: N   H   X

Do you have your CDL Permit? 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.

On what date would you be available for work? \_\_\_\_\_

Are you available to work: Full Time Part Time Summer Work  
(Circle one or more)

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

Can you travel if a job requires it? Yes      No

**We are an Equal Opportunity Employer**

# EDUCATION

| School             | Name & Address of School | Course of Study | Check Last Year Completed |    |    |    |
|--------------------|--------------------------|-----------------|---------------------------|----|----|----|
| Elementary         | _____                    |                 | 5                         | 6  | 7  | 8  |
|                    | _____                    |                 |                           |    |    |    |
|                    | _____                    |                 |                           |    |    |    |
| High               | _____                    |                 | 9                         | 10 | 11 | 12 |
|                    | _____                    |                 |                           |    |    |    |
|                    | _____                    |                 |                           |    |    |    |
| College            | _____                    |                 | 1                         | 2  | 3  | 4  |
|                    | _____                    |                 |                           |    |    |    |
|                    | _____                    |                 |                           |    |    |    |
| Other<br>(specify) | _____                    |                 | 1                         | 2  | 3  | 4  |
|                    | _____                    |                 |                           |    |    |    |
|                    | _____                    |                 |                           |    |    |    |

College attending in the fall (seasonal applicants): \_\_\_\_\_

List professional, trade, business or civic activities and offices held. You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

\_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States? Yes      No  
 If yes, please describe \_\_\_\_\_

\_\_\_\_\_

Are you physically or otherwise unable to perform the duties of for which you are applying? Yes      No

## EMPLOYMENT EXPERIENCE

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

|                       |                  |        |
|-----------------------|------------------|--------|
|                       | From:            | To:    |
| (Employer)            | (Dates Employed) |        |
| (Address)             | Starting:        | Final: |
| (Telephone Number(s)) | (Hourly Wage)    |        |
| (Job Title)           | (Supervisor)     |        |
| (Work Performed)      |                  |        |
| (Reason for Leaving)  |                  |        |

|                       |                  |        |
|-----------------------|------------------|--------|
|                       | From:            | To:    |
| (Employer)            | (Dates Employed) |        |
| (Address)             | Starting:        | Final: |
| (Telephone Number(s)) | (Hourly Wage)    |        |
| (Job Title)           | (Supervisor)     |        |
| (Work Performed)      |                  |        |
| (Reason for Leaving)  |                  |        |

### **Special Skills and Qualifications**

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

---

---

## Employment Data Record

Employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal

requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

### VOLUNTARY SURVEY

(Please Print)

Date: \_\_\_\_\_

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action program. **SUBMISSION OF THIS INFORMATION IS VOLUNTARY.**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Social Security Number \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Complete Only the Sections Below That Have Been Checked

☒ Current Job \_\_\_\_\_

☒ Check One: \_\_\_\_\_ Male \_\_\_\_\_ Female

☒ Check One Of The Following: (Ethnic Origin)

\_\_\_\_\_ White \_\_\_\_\_ Hispanic \_\_\_\_\_ American Indian/Alaskan Native

\_\_\_\_\_ Black \_\_\_\_\_ Other \_\_\_\_\_ Asian/Pacific Islander

☒ Check If Any Of The Following Are Applicable

\_\_\_\_\_ Vietnam Era Veteran \_\_\_\_\_ Disabled Veteran \_\_\_\_\_ Handicapped

☒ Birth date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☒ Please provide drivers license to verify applicant has valid CDL

### APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 1 year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

Prior to employment, I understand that I will be subject to a DMV check and drug/alcohol screening.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
(Signature of Applicant)

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

**Probationary Period: 1 Year**

**Salary starting at \$25 per hour, adjusted based on qualifications and experience.**