



CITY OF ORRVILLE
207 N. Main Street
Orrville, Ohio 44667
(330) 684-5047

MECHANIC Street Department

The Orrville Street Department is seeking applicants for an immediate opening as a mechanic. Work involves skilled tasks in the mechanical repair, rebuilding, and maintenance of automobiles, trucks, tractors, bulldozers, rollers, and other standard and specialized automotive equipment. Work includes using independent judgment as to diagnosing problems and method of repair after receiving oral instructions or written orders. Work is performed under the supervision of the Superintendent. Employees in this class are subject to being called in for emergencies. The pay range is \$31.86 to \$39.85, plus benefits.

Qualifications: Applicants must be at least 18 years of age and possess a high school diploma or the equivalent, supplemented by specialized vocational training; considerable experience as an automotive mechanic; or any equivalent combination of experience and training that provides the required knowledge, abilities, and skills. Ability to read and understand wiring schematics and adding emergency equipment to vehicles.

Possession of a valid Commercial Driver's License (CDL) preferred but not required.

Application Period: Applications are available at www.orrville.com. Return completed application to hr@orrvilleoh.gov by **Friday, June 12, 2026, at 5:00 pm**. Position is by application and Civil Service Exam only. Only applications submitted by email to hr@orrvilleoh.gov will be accepted.

Citizenship: The exam is open to all United States citizens and those who have legally declared their intentions of becoming United States citizens.

Military Credit: Applicants who have been honorably discharged from active duty in the Armed Forces of the United States are eligible to receive additional credit of 10% if they receive a qualifying score of 70% on the exam. A copy of a DD-214 must be submitted along with the application for examination. No credit will be given if the appropriate documentation is received after the advertised deadline for applications.

Exam Information: Exam will take place on **Wednesday, June 17, 2025, at 6:00 pm at Schmid Hall**, 501 Hall Street, Orrville, Ohio 44667. Doors will open at 5:50 pm and exam will start promptly at 6:00 pm. Allow a minimum of 1-1/2 hours for the exam. Calculators will be provided, if necessary. **Please remember the date, time and location of the exam.** You will be contacted only if it appears you do not qualify for testing. Otherwise, report for the exam.

Identification: To be admitted to the exam, you must show a valid Ohio Driver's License upon arrival.

The City of Orrville is an equal opportunity employer and does not discriminate based on race, sex, religion, national origin, age or disability. Reasonable accommodation for testing will be made for individuals with disabilities with 72 hours' notice.



EMPLOYMENT APPLICATION

This application will not be considered for employment unless all information has been completed. A resume is not a substitute for application, but you are welcome to attach it.

Date of Application

Personal Information

Full Name (First, Middle, Last)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Address

City/State/Zip Code

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Phone Number

Email Address

<input type="text"/>	<input type="text"/>
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Position & Availability

Position applied for:

Are you eligible to work in the U.S.?

MECHANIC

YES NO

How did you hear about this position? (please be specific and indicate all that apply)

City of Orrville Website: YES NO

Advertisement (e.g., Newspaper Ad, Online Ad) on _____
Website name

Social media (e.g., Facebook, Twitter, Instagram) on _____
Name of social media site

Online Job Board (e.g., Indeed, LinkedIn, Glassdoor) on _____
Name of online job board

Friend _____ Other _____



Education

School Name	Address

Did you graduate?	Degree Earned?	Type of Degree/Major:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

School Name	Address

Did you graduate?	Degree Earned?	Type of Degree/Major:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

School Name	Address

Did you graduate?	Degree Earned?	Type of Degree/Major:
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Describe any specialized training, apprenticeships, and/or skills including OPOTA, CDL, and any other endorsements or other state held licenses



Military Information

Complete only if you want to receive military credit on exam (optional)

Branch of Service Discharge Date Length of Active Duty (years & months)

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Describe your duties and any special training

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Employment History

Start with current or most recent job and attach additional pages if necessary

Company Name Dates of Employment

	FROM	TO
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Job Title Supervisor's Name / Phone Number

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Core Job Responsibilities

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Reason for leaving (optional)

May we contact this employer?

	<input type="checkbox"/> YES <input type="checkbox"/> NO
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Employment History (continued)

Company Name

Dates of Employment

	FROM	TO
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Job Title

Supervisor's Name / Phone Number

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Core Job Responsibilities

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Reason for leaving (optional)

May we contact this employer?

	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

Company Name

Dates of Employment

	FROM	TO
--	------	----

Job Title

Supervisor's Name / Phone Number

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Core Job Responsibilities

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Reason for leaving (optional)

May we contact this employer?

	<input type="checkbox"/> YES <input type="checkbox"/> NO
--	--



Disclaimer / Signature

The City of Orrville is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.

Read statements below and initial each statement indicating you understand and agree.

I understand that if I am selected for employment, my employment will be conditioned upon my passing a pre-employment physical and drug test and may also be conditioned upon passing a criminal background check.

Initials: _____

I understand and accept that if driving a motor vehicle is an essential function of any position I might obtain with the City of Orrville, my continued employment is conditioned upon my maintaining the operator's license required for such position.

Initials: _____

I acknowledge by signing below that the answers given within this employment application are accurate and complete to the best of my knowledge. I understand that any false or misleading information can be used to justify refusing to hire me or for dismissal if I am hired.

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Printed Name of Applicant

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Signature of Applicant

Date