



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 \$30.42 to \$38.05, 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.

Possession of a valid Commercial Driver's License (CDL) and an Ohio Emergency Vehicle Technician (EVT) certification preferred but not required.

Application Period: Applications are available at www.orrville.com. Return completed application to hr@orrvilleoh.gov by **Monday, March 24, 2025, 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, March 26, 2025, at 6:00 pm at Schmid Hall**, 501 Hall Street, Orrville, Ohio 44667. 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. **You will not be given any other notice or reminder regarding this 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.



City of Orrville Application For Employment



Matthew R. Plybon
Mayor

207 North Main Street, Orrville OH 44667
Phone: 330-684-5047

Tammy J. Auble
Human Resources Manager

COMPLETE ALL SECTIONS AND EACH QUESTION COMPLETELY AND ACCURATELY

Resumes are not a substitute for the completion of this application.

City of Orrville Mission Statement:

To provide quality services in a timely and efficient manner to ensure Orrville continues to be an exceptional Community.

PERSONAL INFORMATION

Last Name	First Name	Middle Initial	Date of Application
Address: Number & Street		City	State Zip Code
Telephone Numbers: Home:(_____)_____	e-mail Address _____		
Cell: (_____)_____			

Position Applied For: **MECHANIC**

MILITARY INFORMATION

COMPLETE THIS SECTION IF YOU SERVED IN THE US ARMED FORCES

Branch of Service	Rank at Discharge	Discharge Date	Type of Discharge
Length of Active Duty	Years:	Months:	
Describe Your Duties and Any Special Training			

TO RECEIVE MILITARY CREDIT, YOU MUST SUBMIT PROOF OF HONORABLE SEPARATION (DD-214) BY APPLICATION DEADLINE.

EDUCATION

	School Name and Address	Years Completed (Circle)	Diploma/Degree	Describe Course of Study	Describe Specialized Training, Apprenticeship and Skills
High School		Graduated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED			
College/ University		1 2 3 4			
Graduate/ Professional		1 2 3 4			
Other (Specify)					

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

ADDITIONAL INFORMATION

Are you currently employed? Yes No

If yes, may we contact your current employer?..... Yes No

Are you prevented from being lawfully employed in the U.S. because of visa Or immigration status? (Proof of citizenship/immigration status required for hire)..... Yes No

How did you hear about this position?

EMPLOYMENT EXPERIENCE

Start with your current or most recent job. Include military service assignments. Attach additional pages if necessary. **All sections must be completed.**

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Job Title				
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Job Title				
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Job Title				
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number	Supervisor	Hourly Rate/Salary		
		Starting	Ending	
Job Title				
Reason for Leaving				

REFERENCES (persons not related to you)

1. _____	Telephone Number (____) _____
How Acquainted _____	Years Acquainted _____
2. _____	Telephone Number (____) _____
How Acquainted _____	Years Acquainted _____
3. _____	Telephone Number (____) _____
How Acquainted _____	Years Acquainted _____

APPLICANT'S STATEMENTS

READ EACH STATEMENT BELOW AND INITIAL EACH STATEMENT WHICH YOU UNDERSTAND AND AGREE TO ACCEPT:

1. By my signature below, I certify that all answers given in this application are true and complete. I understand that if any information in this application is found to be false or misleading or excluded, I may be ineligible for further consideration, or if already employed, my employment may be terminated.

Initials: _____

2. I understand that if I am selected for employment, my employment is conditioned upon my passing a pre-employment physical and drug test and may also, depending upon the position I am applying for, be conditioned upon passing a criminal background check.

Initials: _____

3. The City of Orrville is an equal opportunity employer and we consider applicants for all positions without regard to race, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other protected status.

Initials: _____

4. 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: _____

Date

Applicant's Signature