

**FRANKLIN COUNTY BOARD OF MENTAL RETARDATION  
AND DEVELOPMENTAL DISABILITIES**

**2879 Johnstown Road  
Columbus, Ohio 43219**

**POSITION OPEN:** ASSOCIATE SERVICE MANAGER

**MINIMUM QUALIFICATIONS:** High School Diploma or equivalent; experience preferred; must be able to lift, bend, push and pull up to 50 pounds

**LICENSE/CERTIFICATION REQUIRED:** Valid Commercial Driver's License - Ohio Bureau of Motor Vehicles

**DUTIES/RESPONSIBILITIES:**

Assists in the supervision of procurement, storage, repairs, replacement and maintenance of all types of automotive/truck/bus equipment; directs the work assignments of mechanics

Supervises assigned employees; screens, interviews and recommends applicants for hire; recommends assignments, transfers, promotions, disciplinary actions, grievance resolutions and other personnel actions; participates in employee performance evaluations

Maintains and repairs buses, trucks, automobiles and other vehicles; maintains and repairs electrical and other complex components of equipment requiring specialized knowledge and experience; completes other repairs as needed

Keeps records of vehicle and equipment repairs; orders repair parts and maintains inventories of parts; maintains other records and prepares reports as required

Trains and instructs mechanics in proper repair and maintenance procedures and safety practices in the work area

Performs other related duties as assigned

IF INTERESTED, PLEASE APPLY AT 2879 JOHNSTOWN ROAD, COLUMBUS, OHIO  
43219

**AN EEO EMPLOYER**