OFFICE OF RAPIDES PARISH CIVIL SERVICE

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Administrative Specialist

Civil Service Board
Zebulon Winstead, Chairman
Christopher Hall, Vice-Chairman
Devon Davis, Employee Member
Erin Guin, Member

JOB ANNOUNCEMENT NOTICE
#2026-29

Opening Date: **11/5/2026** Closing Date: **OPEN UNTIL FILLED**

CLASS TITLE	CLASS RANGE	MINIMUM SALARY
Mechanic/Welder	**22**	**$42,012.32 annually** *+ benefits*

NATURE OF POSITION

- Responsible for welding fabrication and repairs.
- Complete preventative maintenance schedules and update parts on vehicles.
- Repair and replace parts and assemblies.
- Overhaul, rebuild, and replace parts as necessary.
- Ensure vehicles meet all state and federal requirements.
- Clean, wash, and paint vehicles as needed.
- Ensure proper operation of shop equipment.
- Maintain records of services, repairs, and inventory levels.

COMPETENCIES/PHYSICAL DEMANDS

- Possess proven ability to learn and improve skills.
- Able to tolerate outdoor conditions and various types of weather.
- Be organized and have good time management skills.
- Able to bend, stoop, climb for tasks, and raise/lower objects up to 100 lbs.

NECESSARY QUALIFICATIONS

- High school diploma or equivalent along with formal training.
- One (1) year of related experience.
- Welding Certification.
- Valid Louisiana driver's license.
- Must be available to attend Parish meetings before, during, & after business hours.

REMARKS

1. **Must include a copy of your driver's license, high school diploma or equivalent, transcript, or DD214 with your application.**
2. **Applications must be submitted in person or via mail.**
3. **Apply** at **Rapides Parish Civil Service, 5610 Coliseum Blvd, Suite D, Alexandria, LA 71303. Download an application at www.rppj.com/employment.**
4. **Please post this Announcement on Department Bulletin Boards.**
5. **Applications will be accepted until this position is filled.**

Distribution:
All Departments
Announcement File
LA Job Service
Cable Service

AN EQUAL OPPORTUNITY AGENCY

MECHANIC/WELDER APPLICANTS

TESTING INFORMATION

PLEASE NOTE:

Testing for this position **MUST** be completed as soon as possible. This position will be advertised until filled.

Assessments are given **by appointment only**:

-To schedule an assessment please call:

Kadie Miller at (318) 767-6048.

-Assessment time for the **Mechanic/Welder** position should be approximately **one (1) hour.**

LOCATION:

Rapides American Job Center
5610 B Coliseum Blvd
Alexandria, LA 71303