

# OFFICE OF RAPIDES PARISH CIVIL SERVICE



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Alexandria, LA 71301

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Linda Sanders  
Civil Service Director

Tina Goree  
Administrative Specialist

## Civil Service Board

Zebulon Winstead, Chairman  
Christopher Hall, Vice-Chairman  
Jason Leatherman, Member  
Dr. John M. Marks Jr., Member  
Marla West, Employee Member

## JOB ANNOUNCEMENT NOTICE

### **#2022-25**

Opening: **6/16/2022**

Closing: **OPEN UNTIL FILLED**

### CLASS TITLE

### CLASS RANGE

### MINIMUM SALARY

**Mechanic I**

**15**

**\$29,857.37 annually**

*+ benefits*

### NATURE OF POSITION

- Maintain and repair parish vehicles and equipment.
- Ensure vehicles meet all state and federal requirements.
- Clean, wash, and paint vehicles as needed.
- Maintain records of services and repairs.
- Inventory stock, place orders, and verify receipts.

### NECESSARY QUALIFICATIONS

- High school diploma or GED with formal training.
- One (1) year related experience.
- Valid Louisiana Class B CDL driver's license.
- Ability to raise/lower and push/pull objects weighing up to 100 lbs.
- Ability to stand, climb, lift, balance, stoop, kneel & crawl for tasks.
- Able to work in inclement weather.
- Available for recall to work after normal working hours due to emergencies.

### REMARKS

1. **Must include copy of driver's license, diploma, GED, transcript, DD214, etc. with application.**
2. **Applications must be submitted in person or via mail.**
3. **Apply at Rapides Parish Civil Service, 726 Washington St., Alexandria, LA 71301 - download an application at [www.rppj.com/employment](http://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  
Recruitment Fee  
LA Job Service  
DATA Service  
LSOA, LC, LA Tech

**AN EQUAL OPPORTUNITY AGENCY**

## MECHANIC I APPLICANTS

### **PLEASE NOTE:**

Testing for this position **MUST** be completed prior to the submission of your application.

Assessments are given **by appointment only:**

-Monday, Wednesday, and Friday at 8:30 AM

-Tuesday and Thursday at 8:30 AM and 12:30 PM

-To schedule an assessment please call:

Betty Lashley at (318) 767-6004 or (318) 767-6048

-Assessment time for the **MECHANIC I** position is approximately **ONE (1) HOUR.**

### **LOCATION:**

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