

OFFICE OF RAPIDES PARISH CIVIL SERVICE



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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

#2023-03

Opening: **1/3/2023**

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 equivalent 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.**
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 as soon as possible. This position will be advertised until filled.

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 Kadie Miller at (318) 767-6048 or Betty Lashley (318) 767-6004.

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

LOCATION:

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

-Individuals may wear a face mask or covering, but it is not required.