

# **CIVIL SERVICE COMMISSION**

*of the City of Meridian*

City Hall • 601 23rd Avenue  
P. O. Box 1430  
Meridian, Mississippi 39302-1430  
(601) 485-1931

## **AN EQUAL OPPORTUNITY EMPLOYER M/F NOTICE OF CIVIL SERVICE EXAMINATION CITY OF MERIDIAN, MISSISSIPPI**

### **VEHICLE SERVICER (4034)**

**\$18,720 beginning annual salary, payable bi-weekly, to a maximum of \$28,999.50**

**OPENING DATE: November 15, 2023**

**CLOSING DATE: Applications will be accepted until 12:00 Noon on December 4, 2023**

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

**ESSENTIAL FUNCTIONS:** Services city-owned gasoline and diesel-powered automobiles and equipment; performs scheduled and emergency repair and maintenance. Maintains gasoline and diesel fuel levels for all city-owned vehicles and equipment; refuel cars, trucks, 18-wheelers, and light and heavy equipment; maintains fuel usage records for departmental use and reference. Checks fluid levels in vehicles and equipment; changes oil and filters as necessary; keeps maintenance records of all repairs and maintenance; disposes of oil and other fluids according to OSHA and environmental regulations. Conducts preventive maintenance and routine repairs on vehicles and equipment; changes spark plugs; checks and/or refills air in tires; performs tune-ups and minor brake repairs as needed. Maintains the cleanliness and safe working environment of the garage shop area and building grounds; picks up and disposes of trash and debris. Adheres to all safety regulations and guidelines; wears protective eyewear and clothing as needed. Assists skilled mechanics in the repair and overhaul of vehicles and equipment. Picks up and/or delivers parts and vehicles as required. Performs other related duties as required.

**MINIMUM QUALIFICATIONS:** High school diploma or GED; supplemented by 2 months previous experience and/or training involving vehicle maintenance and repair; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Class R Mississippi driver's license.

**EXAMINATION:** The examination will consist of satisfactory proof of completion of Minimum Qualifications as stated above constituting 30% of the final score and 70% to be derived from the oral interview, totaling 100%. The total composite score must be 70 or above to be considered for the position. Applicants deemed to have met the Minimum Qualifications will be notified of the date, time, and location of the oral interview. No test will be rescheduled regardless of circumstances. Eligibility shall be for a period of up to one (1) year from the date of certification. Applicants must score 70 or above on the interview and evaluation to be considered for this position. Persons should not apply unless they clearly meet the qualifications set forth in this announcement. False statements are grounds for rejection or discharge from employment. All position classifications will require a criminal background report and work history. Certification of Eligibility for this position is contingent upon verification of information submitted on the Civil Service Application. As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.

**EQUAL EMPLOYMENT OPPORTUNITY:** The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age, and disability in employment or the provision of services. **THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED.** Please indicate special needs.

For Civil Service Application and further information contact:

Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone 485-1931.

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