



VILLAGE OF HAZEL CREST

JOB OPPORTUNITY

MECHANIC

Under Supervision, functions as an automotive service technician in the inspection, repair, and maintenance of mechanical systems, automotive and mechanical equipment.

ESSENTIAL FUNCTIONS

- Plans, executes, and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally, or through outside vendors.
- Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools.
- Tests, services and repairs vehicles and mechanical equipment.
- Inspects, adjusts, and replaces necessary units and related parts in the performance of repair and maintenance work.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and welds metal and perform body repair, touch up and related work.
- Changes and repairs tires and tubes.
- Evaluates status of mechanical equipment and vehicles; performs or schedules needed repairs.
- Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair, or replacement.
- Develops shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
- Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.
- Provides emergency field assistance to disabled equipment as needed and appropriate.
- Assists in the preparation of bid specifications for vehicles and mechanical equipment.
- Assists in the preparation and administration of mechanical budgets in conformance with adopted policies and procedures.
- Maintains records, prepares reports and other specialized maintenance records of equipment and mechanical equipment.

The list of essential functions is not intended to be inclusive; hence, there may be other duties assigned that are essential to this position.



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MINIMUM QUALIFICATIONS

Education and Experience

- High School Graduate or GED Equivalent plus 3 years of work experience as an automotive technician in the repair and maintenance of gasoline and diesel driven automotive equipment, or an equivalent combination of specialized training and experience.

Licenses or Certifications

- Valid Illinois State Driver's License with CDL endorsement.

Knowledge, Skills, and Abilities

- Thorough knowledge of automotive mechanics. Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators, and welding.
- Knowledge of price trends and grades or quality of materials and equipment. Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities. Working knowledge of the practices, methods, materials, and tools used in modern equipment maintenance.
- Skill in operation of listed tools and equipment.
- Ability to establish and maintain effective preventive maintenance programs, policies, and procedures. Ability to maintain effective accounting procedures. Ability to carry out assigned projects to their completion. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with employees, supervisors, vendors, and the public.

TOOLS AND EQUIPMENT USED

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; personal computer, calculator, phone; mobile or portable radio, personal protective equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit and talk or hear. The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.



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WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is moderately noisy.

Position Location: 3601 W. 183rd Street, Hazel Crest, IL 60429

Days: Monday – Friday **Hours:** 7:30 a.m. to 3:30 p.m.

Number of Positions: 1 **Pay Rate:** \$32.00 per hour

Applications accepted until position is filled.

Thank you for your interest in the Village of Hazel Crest.

The Village of Hazel Crest is an Equal Opportunity Employer (EOE)