



POSITION DESCRIPTION

- Position Title:** Public Works – Fleet Mechanic Technician
- Reports to:** Fleet Superintendent
- FLSA Status:** Non-Exempt
- Status:** Regular Full-Time
- Grade:** NA; see Collective Bargaining Agreement
- Hours of Work:** Primarily dayshift hours, with frequent evening and weekend hours as needed. Position has regular on-call responsibilities.

Statement of Duties

Performs a variety of tasks serving the Village’s daily needs for the safe mechanical operation, maintenance and repair of automotive vehicles and equipment in a cost-effective manner. Work includes performing complete brake jobs, repairing air conditioning, engine work, diagnostic work, welding and fabrication work.

Supervision

Employee works under the general supervision of the Fleet Superintendent. The work consists of a variety of duties that generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation. Under general direction, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee is required to be on call on a scheduled or rotating basis and works outside of normal business hours as needed to complete duties.

Employee does not have access to any confidential information.

Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and, in some cases, may require additional interpretation. Employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Employee works outdoors in all weather conditions, around loud equipment and vehicles, high places, confined spaces, dangerous situations, toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts, risk of electric shock, work with flammable and explosive materials, and risk of radiation. Employee may be required to work up to 16 hours consecutively and may have variable schedule if Village needs require.

Errors may result in personal injury/loss, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment, and/or legal repercussions.

The position has regular contact with the public, and/or other village departments to coordinate projects, exchange information, and respond to inquiries and concerns. Contact usually occurs in person or on the phone.

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Diagnoses mechanical and/or electrical malfunctions and defects by operating diagnostic testing equipment including tachometer, dwell, timing light, computers, compression and battery testers; road tests vehicles to locate operational problems and performs repair and maintenance before returning to service.
2. Repairs and overhauls gasoline and diesel-powered vehicles and equipment, trucks, tractors with backhoe and end loader attachments and dump trucks with snowplows; obtains or develops cost estimates for equipment replacement or repair.

3. Tunes engines and performs diversified preventative maintenance of Village vehicles and equipment; replaces spark plugs, emission controls, fan belts, heating/cooling system hoses; checks and maintains fluid levels; greases and oils vehicles and equipment.
4. Inspects, repairs and/or adjusts brake, steering and suspension linkages, bearings, clutches, transmission, universal joints, and differentials. Balances wheels.
5. Repairs or replaces various electrical components including motors, generators, starters, lights, ignition systems, batteries and terminals.
6. Prepares service records of preventative maintenance, repair, and other activities as required. Reviews condition of vehicles with operating Departments and advises the need for major repairs or replacements.
7. Effectively and efficiently operates a variety of equipment ranging from hand tools to large, motorized machinery and vehicles.
8. Operates such devices such as one-ton pickup, dump truck, service truck, backhoe, end loader, snow plowing equipment, brush chippers, street sweepers, sanders, etc. and is responsible for maintaining such equipment for safe operation.
9. Maintains building facilities and equipment.
10. Operates computer and performs clerical and record keeping work as required.
11. Reports to the Public Works Superintendent any observed Village maintenance or repair needs.
12. Attends meetings and training seminars as required.
13. Performs similar or related duties as required.

Recommended Minimal Qualifications

Physical and Mental Requirements

Employee works outdoors around loud equipment and vehicles, and is exposed to outdoor weather conditions, toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts in equipment and vehicle engines, risk of electric shock, works with explosives and biohazards, and risk of personal injury. Employee is required to stand, walk, talk, listen, sit, use hands, climb, balance, stoop, kneel, crouch, crawl, and reach with hands and arms while performing duties of the position. Employee occasionally lifts up to or more

than 100 lbs. Normal vision is required for this position. Equipment operated includes trucks in excess of 26,001 lbs., light trucks, automobile, heavy equipment, light equipment, medical equipment, pneumatic tools, power tools, hand tools, gas detector, office equipment, and computers.

Education and Experience

A candidate for this position should have a High School diploma or equivalent, and three to five (3-5) years work experience in automotive mechanic's trade, or an equivalent combination of education and experience.

Special Requirements

A candidate for this position is required to have a valid Illinois Class A Commercial Driver's License with air brake endorsement, or the ability to receive one in the first year of employment. Automotive Service Excellence (ASE) certification required. Certification in CPR First Aid administration, preferred.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Automotive and heavy-duty truck experience
- Welding
- Equipment, facilities, materials, methods, and current practices essential to maintenance, construction and repair activities
- Safe and effective equipment and vehicle operation techniques

Skill in:

- Use of tools and equipment used by the position

And ability to:

- Perform heavy manual tasks for extended periods of time
- Work safely and efficiently in all weather conditions
- Establish and maintain courteous and effective working relationships with other employees, public officials, and the public
- Communicate effectively in person and over the radio
- Work under pressure with frequent interruptions, and handle stressful situations
- Understand and carry out written and oral instructions.