

VILLAGE OF ELK GROVE VILLAGE
POSITION DESCRIPTION
MECHANIC
PUBLIC WORKS DEPARTMENT

Title: Mechanic

Reports to: Fleet Services Administrator

Date: May 1, 2021

Village Manager: _____

Director of
Human Resources: _____

Director of
Public Works: _____

POSITION PURPOSE:

The Mechanic performs skilled work in the maintenance and repair of automotive, construction and other related municipal equipment. The position is responsible for analyzing malfunctions, diagnosing issues and determining means and methods of repair. The Mechanic inspects, repairs and maintains a wide variety of Village vehicles & equipment including, but not limited to; cars, SUV's, pick-up trucks, dump trucks, ambulances, fire apparatus, aerial trucks, excavators and sewer equipment.

NATURE AND SCOPE:

The Mechanic is under the general supervision of the Fleet Services Administrator. Fleet Services is responsible for the maintenance, repair, procurement and disposal of Village vehicles and equipment serving police, fire, public works, community development, and administration. Fleet Services maintains over 150 vehicles and wheeled equipment owned and operated by the Village. Fleet Services personnel serve on stand-by periods on a rotating basis in which they are on twenty-four hour call in case of emergencies.

ESSENTIAL FUNCTIONS:

- Examines and diagnoses the cause and extent of mechanical defects and makes the necessary repairs. Determines whether to repair, replace, or rebuild defective parts. Completes visual inspections of the equipment and vehicles which require repair. In addition, the mechanic may drive a vehicle and operate equipment to assist in identifying the nature of the problem.

- Makes major and minor mechanical repairs including, but not limited to, complete brake jobs, installing clutches, troubleshooting and repairing engines, installing, repairing and/or replacing electrical wiring, diagnosing and repairing electronic systems; rebuilding the suspension, steering and drive trains of vehicles, and routine maintenance of a variety of gas and diesel engines.

- Analyzes and diagnoses the cause and extent of mechanical defects from visual inspection to utilizing diagnostic testing equipment (including computer software from various manufacturers) to test-driving/test-operating and makes the necessary repairs.
- Maintains records of repairs made to the vehicles and equipment as assigned using fleet maintenance software as well as paper records. This includes maintaining inventory on parts and supplies.
- Performs oxyacetylene and electronic welding. Makes specialized designs and fabricates specialized equipment.
- Inspects, maintains, diagnoses and repairs hydraulic systems and components.
- Cleans and maintains work area and shop equipment.
- Operates within established Village and Departmental rules and procedures.
- Provides a workplace environment that promotes good safety practices among all employees.
- The position has contact with representatives from operating departments as well as with automotive part vendors.
- The position is challenged by the need to properly diagnose mechanical problems and make the required repairs in a prompt and effective manner, in order to keep vehicle and equipment down time minimized.
- Assists in snow and ice removal as needed.
- Performs other duties as assigned.

The duties listed are intended only as illustrations 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 the position. Essential tasks will evolve over time to meet the ever-changing responsibilities of the Department and become part of the position's required responsibilities. In addition, the Mechanic's effectiveness will be measured by their ability to promptly diagnose and repair Village equipment in a safe and efficient manner.

MINIMUM QUALIFICATIONS:

Education, Experience and Training: Graduate of High School or GED required. Four years of automotive repair experience, including one year at the journeyman level in the repair and maintenance of automotive and road maintenance equipment preferred, or an equivalent combination of experience and training. Vocational training in automotive and diesel technology preferred.

Licensures and Certifications:

- Required to possess a valid Illinois Driver's License with a safe driving record. Required to possess and maintain a Class B Commercial Driver's License (CDL) with air-brake and tanker endorsements within six months of hire. Class A CDL preferred.
- Possession of US EPA compliant Refrigerant certification or equivalent.
- Possess or obtain Automotive Service Excellence (ASE) Master Technician Certifications in the relevant area within 18 months of hire and maintain the certifications.
- Possession of Emergency Vehicle Technician (EVT) certifications is encouraged and highly desirable and upon acquiring certification shall maintain the certification.

Knowledge, Skills and Abilities:

The position requires the following Knowledge:

- Principles and practices of the make-up, operation and systems of auto, truck and equipment repair trade gained through vocational and OEM schools, vendor seminars, on-the-job training and/or other methods.
- Awareness of occupational hazards, safety, and environmental regulations related to the automotive and equipment repair trade.
- Proficiency with basic computer usage including common office applications.

The position requires the following Skills in:

- Inspecting automotive equipment for serviceability, diagnosis and troubleshooting, and to organize repair sequences in a logical and efficient manner.
- The use of specialized tools, equipment and common hand tools, good skill in the use of automotive test equipment; some skill in both arc and gas welding.
- Following verbal and written instructions and assignments. Managing time and prioritizing multiple tasks to ensure deadlines are met;
- Working under pressure with frequent interruptions while maintaining accuracy and attention to detail; and
- Maintaining strict confidentiality of information and documents.

The position requires the following Abilities:

- Reading and comprehending service and operating reference materials in the English language for various types of equipment. Apply the knowledge effectively in completing maintenance and repair tasks.
- Reading schematic drawings and diagrams to make wiring, brake and hydraulic repairs, while distinguishing among or matching colors of wiring or paint.
- Communicating effectively with co-workers and supervisors, to work cooperatively with other mechanics, and to maintain good working relationships with other Village employees and public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations. While performing duties of this job, the employee is regularly required to:

- Stand, walk, bend, stretch, talk, and smell.
- Manipulate hands and fingers in order to handle tools and complete tasks.
- Frequently lift and move up to 50 lbs.; occasionally lift and move from 50 lbs. to more than 100 lbs.
- Possess normal hearing (corrected to within a normal audible range).
- Possess corrected vision: close vision, distance vision, color vision and depth perception.

Work Environment: Representative of those the employee encounters while performing essential functions of the job with or without reasonable accommodations. While performing the duties of this job, the employee is subject to:

- Noise level is usually moderate to occasionally loud.
- The employee occasionally works outdoors and is exposed to wet and/or humid weather conditions, extreme cold, extreme heat, extreme sun, high winds, severe snow, rain, storms or flood conditions.
- Occasional exposure to toxic or caustic chemicals, sewer odors, aerosols and liquids, and works near moving mechanical parts.
- Occasionally is exposed to fumes or airborne particles, and works in areas of risk of electrical shock and vibration.
- Occasionally works in confined spaces and/or high precarious places.