



## **Vehicle & Equipment Mechanic (Full Time)**

St. Charles Park District

**Contact Name:** Jeff Goodrich

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**Contact Phone:** 630-513-4363

**Closing Date:**

**Salary:** \$19.62 - \$25.02 hourly DOQ

### **Description:**

#### Job Summary About the Role

Performs regular preventative maintenance and mechanic repairs on vehicles, light duty and medium duty trucks, tractors, backhoes, mowers, and a variety of other miscellaneous maintenance and landscape equipment. Maintains complete and accurate maintenance records and conducts scheduled and unscheduled inspections of vehicles, power equipment and Paddlewheel Riverboats to keep safe and operational conditions at all times. Communicate daily with team members to inform of status and expected outcome on outstanding maintenance items.

#### Knowledge, Skills & Experience

This position is well suited for someone with a friendly and positive personality who is productive and shows initiative, is an effective written and oral communicator, is reliable and safety-minded.

Must possess considerable knowledge of the principles and mechanics of gasoline, diesel, small engines and 2 cycle engines. Have the knowledge of occupational hazards and safety precautions of work. Ability to operate motor equipment. Have proficiency in the use of wrenches, drills, jacks and other standard tools and equipment of the trade as well as the skill in diagnosing and repairing defects in maintenance equipment. Additional experience needed in repair of all types of vehicles and equipment and skill in the use of acetylene torches and mig-welding equipment.

Trade School degree specializing in engine and engine repair is required or one to three years in general repair shop with ability to handle a variety of automotive equipment repairs and maintenance experience is required. A valid Illinois State Drivers License is required and must obtain a CDL with air brakes endorsement within six months of hire. Automotive Service Excellence (ASE) certification is recommended. Maintain current CPR/AED/First Aid Certification or obtain certification within six months of hire.

#### Essential Functions of the Position

##### Park District Competencies

Follow all departmental safety rules that pertain to the duties performed and support all aspects of Park Districts safety and risk management program. Work cooperatively and collaboratively with residents, colleagues, the public, PDRMA and other agencies or organizations as delegated.

Recommends improvements and efficiencies to better accomplish individual and district goals in the

best interests of the St. Charles Park District community.

Comply with park district policies and administrative procedures.

#### Responsibilities

Repair or overhaul chassis units, including brake systems, differentials, and front and rear axles. Inspect, adjust, repair and overhaul, as necessary, two cycle, four cycle, gasoline and diesel engines, and their related parts, as well as cooling, fuel and exhaust systems. Inspect and repair vehicle electrical and trailer lighting systems. Perform engine tune-up, minor body work, tire repair and replacement. Required to supply/maintain own basic mechanic tools. Research and order repair parts needed to service fleet vehicles and equipment keeping fleet manager aware of low stock and inventory for preventative maintenance repairs. Perform routine maintenance service and diagnostic repairs to Paddlewheel Riverboats. Ensure that all repair documentation is complete and accurately entered into maintenance system. Perform regular testing and inspections on fuel pumps and underground tanks monitoring in absence of Fleet Manager. Use computers and reference manuals as resources. Document all work performed to fleet vehicles and equipment. Install special equipment and attachments; the ability to acetylene torches and weld. Operate equipment used in repair work and motor equipment as needed or required. Purchase and inventory automotive and equipment supplies as directed. Inspect, adjust, repair and overhaul, as necessary, gasoline and diesel engines and related part and main bearing assemblies, as well as cooling, fuel and exhaust systems. Provide emergency field repairs on inoperable fleet vehicles and equipment. Work over and above required hours when necessary. Effectively communicate both orally and in writing.

#### Administrative

Use District purchasing system for supplies and parts necessary to perform assigned duties. Assist with department staff training/documentation to all full-time and seasonal staff, vehicle inspections and equipment control operating.

#### Marginal Functions of the Position or Role

Assist with snow removal. Assist with special events. Assist in training co-workers in safe operations of vehicles and equipment. Perform all other duties as assigned.

#### Physical and Environmental Requirements

Frequently (46-100% of the time) Occasionally (16-45% of the time) Rarely (0-15% of the time)

#### Position or Activity

Sitting: Frequently

Walking: Frequently

Climbing: Occasionally

Balancing: Frequently

Stooping/Kneeling: Frequently

Crouching: Frequently

Crawling: Frequently

Reaching: Frequently

Handling/Feeling: Frequently

#### Strength

Routinely push, pull and/or lift to waist up to 40 lbs and 41 to 50 lbs with assistance.

#### EEO Statement and Accommodations

The St Charles Park District is an equal opportunity employer under all state and federal laws and

regulations. The job responsibilities are subject to accommodations pursuant to the Americans with Disabilities Act of 1990. If you require assistance or accommodation with the application process, please contact the Business Department at 630-584-1055.