



Mechanic I

Des Plaines Park District

Contact Name: Nicole Dale
Contact E-mail: nicole.dale@dpparks.org
Contact Phone: 847-391-5092
Closing Date:
Salary: \$22.00

Description:

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION:

Job Title: Mechanic I
Grade: V
FLSA: Non-Exempt
Department: Parks

SUPERVISORY RELATIONSHIPS:

Reports to: Mechanical Operation Supervisor
Supervises: Part-time employees as required or instructed

BASIC FUNCTION: Performs preventative maintenance and repairs on all park maintenance equipment and vehicles, as well as other mechanical equipment at pools and other facilities as directed.

SCHEDULE: Monday-Friday, 7:00-3:30pm

ESSENTIAL DUTIES:

1. Perform regular preventative maintenance on vehicles, trucks, mowers and power equipment. Includes changing of fluids, tires, filters, etc.
2. Perform emergency repairs to equipment which is needed in the field for maintenance.
3. Order, pick up and maintain inventory for parts and supplies for vehicles and equipment
4. Keep detailed records of all maintenance and repairs.
5. Perform minor body work and painting.
6. Perform welding and fabrication of steel.
7. Winterize equipment for storage and service equipment for use each season.
8. Keep mower blades sharpened weekly.
9. Clean maintenance shop and keep it organized.
10. Review equipment and vehicles specifications for large purchase recommendations,
11. Troubleshoot mechanical problems in other facilities and parks as necessary.
12. Rebuild engine and motors, etc on broken and damaged equipment.

13. Participates in snow removal operations.

OTHER DUTIES:

1. Assist administrative staff with special maintenance requests.
2. May be required to perform overtime work as requested or required.
3. Attend related training to expand skills and knowledge
4. Assist patrons with providing information as requested.
5. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals
6. Perform additional duties as assigned.
7. Member of a Park District committee as assigned.
8. Assists with special events including set up, event operation, clean up and tear down.
9. Assist either work or volunteer for annual 3 day Fall Fest event in September, including set up, event operations, clean up and tear down.
10. Member of a Park District committee as assigned.

POSITION QUALIFICATIONS:

Education: High School Diploma or equivalent (GED)

Experience: One years related experience.

Certification: CPR and First Aid Certification, *available through the Park District*
Valid Driver's License

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

To apply, please visit dpparks.org/jobs