



Full-Time Mechanic

Oak Lawn Park District

Contact Name: Ryan Gory
Contact E-mail: rgory@olparks.com
Contact Phone: 708-857-2201
Closing Date:
Salary: \$25.00/Hour + DOQ

Description:

The Mechanic is responsible for the automotive and landscape vehicle repair and maintenance activities of the Park District. The work is highly skilled involving responsibility for efficient performance of a variety of automotive repair and machinist tasks. This is a full-time hourly non-exempt position. This position will work a 6:30am-3:00pm schedule M-F.

QUALIFICATIONS

Including, but not limited to, thorough knowledge of automotive and hydraulic system mechanics and repair methods; good knowledge of automotive parts and equipment; good knowledge of business practices applicable to garage management; mechanical aptitude; good knowledge of pertinent safety precautions; ability to plan and schedule work so Park District motor equipment will remain in proper operating condition; and ability to perform required duties with initiative, good judgment, accuracy, persistence, creativity, integrity, tact and courtesy.

Graduate of a standard high school course or equivalent; three to four years of experience as a certified vehicle mechanic; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. ASE or other formal training/certification is preferred.

Must possess a valid Illinois Class "C" Driver's License

BENEFITS

The Oak Lawn Park District is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure and maintain a work/life balance. Some of the many benefits we offer include: Medical, Dental and Vision Care; Pension Plan (IMRF); Paid-Time Off (Vacation, Sick-time, Holidays); Employee discounts at park district facilities and for programs- free use of all fitness facilities for employees; Monthly Healthy Living Club Meetings- provide staff an opportunity to try different forms of recreational activities at no cost.

*The Oak Lawn Park District is an equal opportunity employer. Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or interview process should contact Delaney Harty at dharty@olparks.com.

ABOUT US

The Oak Lawn Park District, incorporated in 1944, has a long and proud history of serving the recreational needs of our 56,000 residents with a myriad of recreational programs and services. We operate under the state tax cap as a municipal corporation, meaning we are our own taxing body. Overseen by a Board of five elected officials, the District manages a combination of 34 parks and facilities which cover over 280 acres. In addition, we manage a Special Recreation Cooperative that offers recreational programs and services to individuals with disabilities in 9 municipalities.

IMMEDIATE SUPERVISOR

Superintendent of Parks and Planning

ESSENTIAL FUNCTIONS

- Performs routine vehicle, equipment, and trailer maintenance
- Assigns, directs, performs and inspects the repair of all automotive equipment and landscape vehicles
- Performs small engine repair and maintenance on district equipment
- Manages and carries out preventative maintenance on all district vehicles and equipment
- Supervises and maintains fleet stock and requisitions supplies and equipment
- Determines extent of repairs to be made to automotive equipment and landscape vehicles
- Performs major system repairs and/or overhauls on district vehicles, equipment and trailers
- Diagnoses and repairs driveline and chassis for district vehicles, equipment and trailers
- Oversees State Inspection of Park District owned vehicles and equipment
- Directs welding operations and the fabrication of parts and special equipment
- Determines tests to be made on repaired equipment
- Executes any type of automotive and landscape vehicle repair and maintenance work in accordance with approved regulations, prescribed drawings, specifications, rough sketches or oral instructions

- Selects proper material and equipment for the work at hand
- Estimate equipment and material needs for automotive and landscape vehicle repair and maintenance work
- Supervises other employees assisting with automotive and landscape vehicle repair and maintenance work
- Maintains records of work performed on Park District automotive and landscape vehicles.
- Plows snow from park walks, drives, and lots
- Applies salt to district walks, drives, and lots.
- Conducts staff training on proper equipment and vehicle use and maintenance
- Submits daily reports of work performed
- Works Park District special events including Halloween, and others as needed
- If a major event occurs that limits park district operations or forces a park district shut down and restricts employee from performing their normal job duties they may be assigned to duties outside of their job description as warranted by the situation
- Assist in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties
- Performs other duties as assigned

MARGINAL FUNCTIONS

- Does general work around the shop as required
- Keeps tools and equipment in usable condition.
- Participates in summer on-call rotation
- Periodically checks pool water chemistry
- Obey and enforce the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department

PHYSICAL CONSIDERATIONS

- Prolonged periods of sitting
- Prolonged periods of standing
- Employee must climb, kneel, crawl, stand, use ladders, and/or sit while completing vehicle and equipment repairs
- The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 100 pounds
- Repetitive work

PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work closely with co-workers
- Must be able to work well with the general public
- Must be able to work independently

ENVIRONMENTAL CONSIDERATIONS

- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods
- Indoor environmental conditions will include lighting and temperature

COGNITIVE CONSIDERATIONS

- Must have the ability to read, write, and organize materials.
- Must have good problem-solving, decision-making, and communication skills.
- ability to follow good written and oral instructions
- Must be able to have good safety awareness.

REQUIRED CERTIFICATIONS

- Must be certified in CPR/1st Aid/AED or willing to become certified within a specified time frame.

Interested applicants should apply online at <https://olparks.bamboohr.com/careers/60>