



## **Mechanic**

### **Niles Park District**

**Contact Name:** Melissa Galvez  
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**Closing Date:**  
**Salary:** \$28-\$31/hour

#### **Description:**

Position Overview:

The Mechanic is responsible for the maintenance, inspection, and repair of all vehicles and associated equipment, including golf carts and other park district or golf course equipment, as per manufacturer recommendations. Compliance with all Local, State, and Federal regulations regarding licensing, safety inspections, and environmental regulations is required.

#### **ESSENTIAL DUTIES:**

1. Perform regular preventative maintenance on vehicles, trucks, mowers, and power equipment, including changing fluids, tires, filters, etc.
2. Perform emergency repairs on equipment 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 bodywork 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 the maintenance shop and keep it organized.
10. Review equipment and vehicle specifications for large purchase recommendations.
11. Troubleshoot mechanical problems in other facilities and parks as necessary.
12. Rebuild engines and motors on broken and damaged equipment.
13. Participate in snow removal operations.
14. Maintenance, inspection, and repair of all tractors, loaders, trailers, chippers, aerial lifts, and associated equipment per manufacturer recommendations.
15. Perform safety inspections and educate operators on proper and safe operation as well as daily equipment inspections.
16. Maintain and repair all shop equipment, such as grinders, air compressors, pressure washers, and related tools.

## 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 by providing information as requested.
5. Follow all safety policies and procedures as outlined in the Park District Safety Manuals.
6. Perform additional duties as assigned.
7. Assist with special events, including set-up, event operation, clean-up, and tear-down.
8. Assist in snow removal, ice management, and other related duties as necessary.

## Employment Requirements:

- Must be available for employment five days/forty hours per week, including possible holidays or weekend periods.
- Holds a valid Class "B" driving license.
- Ability to lift up to 100 lbs. infrequently and 60 lbs. frequently.

## Qualifications:

- High school, trade, or vocational school graduate with a minimum of 4 years' experience in fleet management.
- Certification in areas such as auto mechanics, truck mechanics, and management is recommended.

## Required Skills:

- Technical knowledge and skills necessary to diagnose problems and perform or direct mechanical and electrical repair work on vehicles, equipment, and golf carts.
- Ability to inspect and test defective, broken, worn, or damaged parts to repair chassis, engines, brake systems, hydraulic systems, transmissions, clutches, steering assemblies, front and rear axles, and related parts.
- Ability to repair by means of cutting, grinding, and welding defects in vehicles, facilities, and equipment.
- Skill in fabricating tools and equipment as needed.
- Perform general servicing and preventative maintenance on vehicles, equipment, and golf carts.
- Operate various vehicles, power equipment, trucks, heavy equipment, golf carts, and landscaping equipment safely and in accordance with manufacturer recommendations.

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