



Parks Maintenance Level 2- Mechanic/Fleet (Full-Time) Geneva Park District

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Closing Date:

Salary: 48,000- 50,000+ starting salary range DOQ

Description:

Please apply on-line at www.genevaparks.org/about/employment

Position:

Parks Maintenance Level 2 Mechanic-Fleet Manager

Summary:

Under the direction of the Superintendent of Parks & Properties and Assistant Superintendent of Parks, the Parks Maintenance Level 2/Mechanic-Fleet Manager is responsible for preventative maintenance and repair of automobiles, light and medium duty trucks, buses, tractors, mowers, chainsaws and other maintenance and grounds equipment.

The Parks Maintenance Level 2/Mechanic-Fleet Manager performs skilled repair functions on fleet equipment as outlined in this description. The position is a full-time employee who works at a variable work pace, depending on the task required. The mechanic must be able to work independently.

While the majority of the responsibilities for this position are vehicle and equipment centered, employees shall, at times perform maintenance tasks which include, but are not limited to repairs and improvement of grounds, facilities, and buildings. Also assists with Park District Special Events. The Parks Department employee is normally scheduled to work from 7:00 a.m. to 3:30 p.m. of each workday, Monday through Friday. Overtime may be required.

Essential Duties and Responsibilities

- Performs preventive maintenance and vehicle safety checks through regularly scheduled tune-ups and oil changes.
- Plans work, maintenance and repair procedures.
- Inspects mechanical systems of all vehicles and equipment and completes repairs or schedules

repairs to be completed by outside vendors.

- Performs mower maintenance and repair as well as various landscape maintenance equipment including; snow blowers, chain saws, weed eaters, leaf blowers, and gang mowers.
- Repair of equipment through electric or gas welding.
- Tracks and schedules all vehicle and equipment maintenance in an organized fashion throughout the year.
- Perform work in general park maintenance activities.
- Works with other crews to complete parks maintenance tasks.
- Participate in snow removal duties as needed.
- Ability to operate District equipment and a valid Illinois CDL drivers license.
- All other tasks as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Use good safety awareness, judgment, and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Planning/Organizing – Prioritize and plan work activities; and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Technical Skills – Pursue training and development opportunities; strive to continuously. Build knowledge and skills; and share expertise with others.
- Organizational Support – Follow policies and procedures.

Supervisor:

The Parks Department Maintenance Employees report to the Superintendent of Parks and Properties, the Assistant Superintendent of Parks and the Executive Director.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Prefer advanced training in mechanical repairs from a technical institute.**
- **Prefer three (3) ASE certifications**

Safety Program:

1. Understand the Park District's safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employee under their supervision. Report all incidents and potential hazards to the Safety Committee as soon as possible.

Must be able to use personal protective equipment based on job specific tasks, which may include, but is not limited to, the following:

Safety goggles/glasses.
Earplugs, ear covers.
Appropriate work boot.
Protective gloves.
Helmets.
Face Masks
Respirators.

Marginal Functions:

1. Assist all employees of the Park District as needed.

Physical Requirements:

1. Handling Park District materials up to 100 pounds. Assistance will be provided when necessary (mechanical or team-lift).

1. Ability to operate Park District vehicles.

Cognitive Considerations:

1. Resolve differences and problems that arise with patrons and work together with other employees.

2. The Parks Department employees must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

3. Exposed to elements when performing outdoor functions these conditions include lighting and temperature. Some activities are performed indoors.