



Parks Specialist - Fleet Maintenance Mechanic

Plainfield Park District

Contact Name: Linda Shredl

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Closing Date: 2025-03-20

Salary: The starting pay rate is \$23.00 per hour, with the potential to earn up to \$30.75 per hour, based on qualifications, certifications, and experience.

Description:

The position comes with an extremely favorable employee benefits package:

100% Employer Paid HMO BCBS Health Insurance OR Low cost PPO BCBS

100% Employer Paid Dental Insurance

100% Employer Paid Life Insurance

100% Employer Paid EAP

Wellness Program- up to \$200 yearly participation incentive

Free/Discounted Park District Programs

Participation in the IMRF pension fund.

The starting pay rate is \$23.00 per hour, with the potential to earn up to \$30.75 per hour, based on qualifications, certifications, and experience.

This is a skilled classification; which requires a greater technical knowledge, specialized skill set, and previous experience in fleet and facility maintenance. This position performs preventative and routine maintenance on all district fleet and equipment. Work is performed under the general supervision of the Division Manager, Fleet and Facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspect, diagnose and locate complex mechanical difficulties in automobiles, trucks and a variety of diesel and gasoline powered commercial mowing equipment, construction, field grooming, farming, and landscape equipment.
- Adjust and repair the entire spectrum of automotive and related equipment in the District's fleet.
- Performs safety related inspections and repairs on trucks, SUVs, tractors and equipment.
- Train operators on the safe and efficient use of equipment.
- Perform welding/fabricating tasks to repair truck, construction and mowing equipment.
- Perform road calls to either retrieve, or repair equipment in the field.
- Establish and maintain a positive working relationship with residents, customers, vendors ,community partners and co-workers.
- Assure the safe use of shop equipment including, but not limited, hand tools, power tools, welders, lifts, grinders, drill presses, saws, and torches.
- Maintain a proactive approach to safety and risk management. Report all accidents, incidents and unsafe conditions in a timely manner.
- Plans and organizes various maintenance, repair, and oversees complex assignments through

completion.

- Uses and operates a wide variety of mechanical equipment, hand and power tools.
- Determines materials, supplies, cost estimates for fleet and equipment, and orders supplies and materials under the guidance of the Division Manager.
- Uses and operates all shop equipment, hand/power tools, and other trades maintenance, and construction related tools and materials as required.
- Safely operates pick up and dump trucks, snow removal equipment, snow plows, tractors and mowers.
- Load, unloads, and operates trucks and or equipment to transport maintenance supplies, materials, and equipment.
- May drive and operate heavy equipment or tractors.
- Occasionally train and work with seasonal staff.
- Demonstrate, support, and enforce Park District customer service standards.
- Occasionally train and work with seasonal staff.
- Participate in staff meetings and training sessions.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Assist in other sections of the department as assigned or required.
- This position may include weekend shifts and/or weekend coverage.
- Performs any additional related tasks as assigned or required.

Requirements

- 3 years demonstrated experience in mechanical repair with the intent of having more of increasingly responsible experience at journeyman level.
- High School diploma or equivalent required. College degree or vocational training preferred.
- Valid driver's license required.
- Operating knowledge in computer/scan tools, a plus.
- Ability to select and safely use basic tools or instruments to diagnose and repair.
- Experience repairing small machinery, specifically mowers, weed eaters, other landscape equipment.
- Experience identifying and repairing mechanical problems with trucks/district vehicles.
- Experience with managing materials inventory as repairs are completed.
- Works with Manager regarding purchase of tools, parts, supplies and documenting repairs as needed.
- Knowledge of accident prevention and precautions applicable to maintenance operations.
- Practical knowledge and safe operation of mechanized equipment and tools in maintenance operations.
- Use and maintenance of protective clothing and equipment.
- Understand and follow both oral and written instructions.
- Maintain cooperative relationships with those contracted in the course of work.
- Ability and willingness to follow direction.
- Ability and willingness to work independently with little supervision and as a team member on a crew.