



## **Park Maintenance Operations Mechanic**

Woodridge Park District

**Contact Name:** Connie Curry

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**Closing Date:**

**Salary:** \$50,000-62,500, depending on qualifications

### **Description:**

Do you love to work in a great community? Then the Woodridge Park District located in Woodridge, Illinois is for you! We have an opening for full-time Park Maintenance Operations Mechanic. As a five time Illinois Distinguished & Accredited Agency Award recipient, the Woodridge Park District serves approximately 35,500 residents with over 690 acres of parks and sites offering over 1,000 programs each year.

The Park Maintenance Operations Mechanic is responsible for implementing and managing a comprehensive preventative maintenance/service program for all Park District equipment and vehicles, training other staff on the use of the equipment, and performing general maintenance duties for the Park District as assigned by the Park Operations Manager which will include mowing and snow plowing depending on the season. The complete salary range for the position is \$50,000-\$75,000. The targeted hiring range is \$50,000-\$62,500. Offers will be made based on experience and qualifications.

### **Essential Duties and Responsibilities**

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily and demonstrate the District's core competencies consisting of integrity/ethics, job knowledge, policies & procedures compliance, work quality, risk management/safety, District/Department vision and values, adaptability/flexibility, dependability, and productivity.

### **Essential Duties**

- Inspect, diagnose, and repair mechanical defects in all equipment and vehicles.
- Disassemble motors and perform general overhauling for both preventative maintenance and emergency repairs.
- Perform machining and/or welding work to make fittings used in equipment.
- Perform emergency repairs of equipment or vehicles which may include servicing equipment at its current location or during hours outside of the normal scheduled work day.
- Sharpen blades and ensure decks are adjusted correctly for a high-quality cut at the proper height.

- Spot check equipment for satisfactory performance in the field.
- Monitor vendors and pricing of parts and equipment on a weekly basis to maintain both budgetary objectives and standards of quality.
- Service or supervise servicing of equipment prior to its use.
- Train and/or assist staff in training all assigned full time, part time and seasonal employees on the proper use of equipment in accordance with equipment manufacturer's guidelines.
- Strictly adhere to and enforce all equipment manufacturer safety guidelines and procedures.
- Maintain a documented preventative maintenance and service program on all equipment and vehicles using assigned technology.
- Maintain a complete and comprehensive set of records for all equipment and parts inventory, all purchases of parts and supplies, equipment conditions, costs of repairs, and preventative maintenance of all equipment.
- Keep maintain shop area in a neat, clean, and orderly fashion each day.

### **Initiative**

- Regulate employee use of equipment in absence of Parks Operations Manager.
- Tackle problems and take independent action, seek out new responsibilities, act on opportunities, generate new ideas, practice self-development.

### **Personal Organization**

- Use appropriate time keeping methods/system to accurately record time worked in accordance with policy/procedure.

### **Teamwork**

- Assist other Park District departments with maintenance/repair issues as directed by the Parks Operations Manager.
- Open and close facilities as directed.
- Operate a skid steer to perform grading, hauling, loading, and digging duties.
- Load and unload supplies delivered by trucks and/or vehicles either by hand or with the aid of mechanical devices (i.e. skid steer, front end loader, fork lift).
- Assist in all aspects of maintenance operations including general labor duties as directed by the Parks Operations Manager. These duties may include but are not limited to; mowing, tree removal, pruning, facility maintenance/repair, digging, weeding, sweeping, and hauling dirt/materials.
- Plow snow and salts all sidewalks and parking lots as directed by the Parks Operations Manager.
- Work Park District special events as assigned.
- Attend staff meetings and in-service training sessions as required.
- Other duties, responsibilities, and activities may change or be assigned at any time with or without notice by the Parks Operations Manager.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and demonstrate the competencies listed above in addition to the following:

- Minimum of three years of experience as a mechanic or any equivalent combination of training and experience.
- Knowledge of operating light and heavy maintenance equipment and automotive apparatuses.

- Mechanical aptitude, knowledge and skill to diagnose and determine appropriate repairs and costs for mechanical, electrical, hydraulic, and exhaust, etc. system programs of light and heavy maintenance equipment and automotive apparatuses.
- Knowledge of the theory, care, and operation of internal combustion engines.
- Ability to use computer analyzers to locate faulty engine parts.
- Ability to perform and complete most equipment repairs required to maintain a fully functional maintenance equipment fleet of machines and equipment (i.e. trucks, automobiles, snow plows, tractors, lawn mowers, trailers, buses, etc.) and smaller equipment (i.e. chain saws, power washers, generators, weed whackers, etc.)
- Ability to use a variety of tools: power tools such as pneumatic wrenches; machining tools like lathes and grinding machines; welding and flame-cutting equipment; jacks and hoists to lift and move large parts and equipment.
- Ability to use common hand tools (screwdrivers, pliers, and wrenches) to work on small parts and get to hard to reach places.
- Basic skills in electric, carpentry, and plumbing.
- Good verbal and written communication skills.
- Working knowledge of the Internet and Microsoft Office software including Word, Excel, Outlook, and Power Point.
- Ability to interact positively and effectively with residents, cooperating agencies, and Park District employees.
- Ability to read, understand, remember, and interpret routine documents such as service manuals and safety rules as well as communicate information therein.
- Ability to write routine reports and correspondences and to speak effectively before groups of participants or employees of organization.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to identify and respond quickly to emergency situations.
- Ability to effectively problem solve and adapt to change.

### **Education & Training**

- Minimum of a high school diploma or equivalent required.

### **Certificates, Licenses, Registrations**

- Mechanic certification preferred.
- Obtain and maintain a valid Illinois State Driver's License.
- Obtain and maintain fork lift certification within 90 days of employment.
- Obtain and maintain first-aid certification within one year of employment.
- Obtain and maintain adult CPR/AED certification within one year of employment.

To apply, please use this link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=146889&clientkey=F1A56F33BE72F931A967010AC36BA6CB>