



## **Mechanic**

### **Downers Grove Park District**

**Contact Name:** Blake Ertmanis

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**Closing Date:**

**Salary:** \$28.85 - \$33.65 per hour

#### **Description:**

#### **Mechanic**

##### **About Us**

The Downers Grove Park District offers quality parks, facilities, and programs for people of all ages to enjoy and explore. Home to 48 parks, a recreation center, history museum, nature center, golf course, community center, and more, there is something for everyone at the Downers Grove Park District! Learn more at [dgparks.org](http://dgparks.org).

##### **Position Summary**

The Mechanic is responsible for the overall management, inspection, repair, and preventive maintenance of the Park District's fleet of vehicles and equipment. This includes trucks, cars, buses, trailers, tractors, mowers, and small equipment. The position also assists with general maintenance of District grounds and facilities as needed.

##### **Pay Range**

\$28.85 - \$33.65 per hour (Depending on Qualifications)

##### **Benefits**

The Downers Grove Park District provides a competitive benefits package for full-time employees, including:

- Health, dental, and vision insurance
- Pension through the Illinois Municipal Retirement Fund (IMRF)
- 401(a) plan, life insurance, disability coverage
- Paid time off (vacation, sick leave, and holidays)
- **Credit for prior years of service with other employers toward vacation accrual**
- Facility discounts and professional development opportunities

#### **Essential Duties & Responsibilities**

##### **Fleet Management & Maintenance**

- Develop, implement, and manage a coordinated fleet maintenance plan including inspections, preventive maintenance, repairs, and safety lane visits within budget guidelines.
- Coordinate preventive maintenance program for all fleet vehicles and equipment, including required safety lane visits for vehicles with GVWR of 10,000 lbs. or higher.

- Manage seasonal equipment changeover (snow season/mowing season) and ensure safe off-season storage.
- Maintain an accurate Fleet List/inventory of all capital vehicles and equipment, MR&R equipment, and small equipment.

### **Diagnostics & Repair**

- Diagnose, troubleshoot, and repair failed systems; recommend the most efficient repair approach.
- Perform preventive maintenance and repairs of moderate to difficult complexity safely and efficiently, working independently or with a team.
- Coordinate repair services with internal and external partners to minimize downtime.
- Instruct and advise staff on technical aspects of work assignments.

### **Administrative & Budget Responsibilities**

- Order parts and supplies for vehicles and equipment.
- Assist with fleet-related budget planning, cost forecasting, and expenditure tracking.
- Recommend fleet replacement schedules and assist with bid specifications.
- Coordinate disposal of surplus or retired vehicles and equipment.
- Coordinate emission testing, safety inspections, vehicle licensing, and related compliance items.
- Enter accurate daily work details for self and staff in the Park District maintenance software.
- Provide reports, surveys, studies, and other documentation as requested.

### **Training & Supervision**

- Supervise part-time or seasonal staff as assigned.

### **General Maintenance Support**

- Operate District-owned and rented equipment for turf maintenance, snow removal, and other tasks requiring heavy equipment.
- Assist with general park and facility upkeep as needed (restrooms, pavilions, painting, trash disposal, ice rink maintenance, etc.).
- Support landscape and natural resources work as needed (planting, watering, mulching, weeding, trimming; prescribed burns if assigned).
- Participate in on-call coverage including nights and weekends for emergency repairs and snow removal.

### **Professional Standards**

- Maintain regular, consistent, and predictable attendance.
- Follow Park District policies and safety guidelines.
- Maintain professional and technical knowledge through continuing education.
- Perform other duties as assigned. (*Job duties may be modified at any time.*)

### **Minimum Qualifications**

#### **Education & Experience**

- Advanced knowledge of vehicle and equipment mechanics and repair.
- Formal training from an accredited technical school, college, or university **OR** at least **five (5) years** of occupationally specific training/experience beyond high school.
- Demonstrated ability to diagnose and repair vehicles and equipment.
- Must be skilled in the safe use of tools, materials, and equipment.

### **Skills & Abilities**

- Ability to perform maintenance duties of moderate to difficult complexity safely and expeditiously.
- Ability to respond to changing priorities and emergency calls at night and on weekends as assigned.
- Working knowledge of Microsoft Office Suite and maintenance software.
- Strong communication skills with the ability to work independently and as part of a team.
- Self-motivated, reliable, and safety-focused with good mechanical troubleshooting skills.

### **Required Licenses/Certifications**

- **Valid Illinois Driver's License** required.
- **Illinois Commercial (Not for Hire) Pesticide Operator's License**

### **Working Conditions & Physical Requirements**

- Regular outdoor work with exposure to all weather conditions.
- Frequent exposure to moving mechanical parts, noise, gasoline, oils, cleaning chemicals, pesticides, dust, pollen, and other allergens.
- Hearing protection required during higher-noise operations.
- Ability to move objects up to **50 lbs.**
- Frequent standing, stooping, squatting, pushing, and pulling.
- Requires good manual dexterity, coordination, and stamina.
- Must be able to exchange accurate information, assess, inspect, and judge conditions.

### **Equal Opportunity / Reasonable Accommodation**

Consistent with its obligations under the law, the Park District will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of the job.

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