



## Park Mechanic - Parks Maintenance

### Bartlett Park District

**Contact Name:** Catalina Rodelo

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**Closing Date:**

**Salary:** \$29.00 - \$31.50/hours, DOQ

#### Description:

#### ABOUT US

Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding communities. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, event and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

#### JOB SUMMARY

The Mechanic is responsible for the inspection, maintenance, repair, and preventative servicing of Park District vehicles and equipment such as trucks, tractors, mowers, trailers, and small engines. This position ensures that all fleet and operational equipment is safe, reliable and available to support the needs of park maintenance. This is an at-will position.

#### PRIMARY DUTIES

- Perform routine maintenance, diagnostics, and repairs on Park District vehicles including trucks, vans and utility vehicles.
- Maintain and repair small engines and equipment such as mowers, tractors, skid steer and trailers.
- Conduct preventative maintenance inspections and service schedules to extend equipment life and reduce equipment down time.
- Maintain accurate service records of equipment and vehicle repairs.
- Order parts and supplies as needed and monitor inventory.
- Perform electric and acetylene welding as required.
- Assist with training staff on proper equipment operation and basic maintenance.
- Oversee any outside repairs or service of equipment and vehicles.
- Ensure compliance with safety standards, manufacturer specifications and Park District policies.
- Respond to emergency repair needs during snow removal, special events, or peak seasons as required.
- Communicate in a timely manner to Parks Manager for all necessary major expenditures on equipment or vehicles.

- Coordinate with Parks Manager regarding equipment condition, repair timelines and replacement needs.
- Gain knowledge and understanding of Park District policies and procedures and see that they are always adhered to.
- Attend Park District-wide training, crisis trainings and staff trainings as directed.
- Must participate and maintain CPR certification, offered by the Park District.
- Observe and follow all Park District safety policies and regulations. The safety of staff and participants is a continuing responsibility of all employees.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- High school graduate or GED required and must be at least 18 years of age.
- Must have at least two (2) years of experience in vehicle & equipment maintenance.
- Must have ability to work evenings, weekends, and on-call as needed.
- Must possess and maintain a valid Illinois Driver's License and be able to provide own transportation.

## **SCHEDULE & PAY**

This is a Full-Time, FLSA Non-Exempt, at-will position. Hours are Monday-Friday, 7:00AM – 3:30 PM (40 hours per week) with nights and weekends as needed, including on-call schedule. Anticipated hiring range is \$29.00 - \$31.50/hour, DOQ. Position range is \$25.00 – \$38.00.

## **BENEFITS OFFERED**

In exchange for your time and talent we offer a generous benefit package, including but not limited to:

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Accounts
- Paid holidays and vacation, sick, personal, and floating holiday time
- Facility discounts & usage benefits

**Interested applicants please apply via the Park District website Employment - Bartlett Park District ([bartletparks.org](http://bartletparks.org)). Please include your Resume and Cover Letter.**

**Position will remain open until it is filled. Interested and qualified candidates are encouraged to apply immediately as we will conduct a rolling interview process. Bartlett Park District is an Equal Opportunity Employer.**