



Job Description

Job Title: Automotive Mechanic

Department: Public Works

Education Required:

Minimum of two years mechanical trade school; completion of basis courses in automotive repair and maintenance; three years of mechanical or automotive maintenance experience or any equivalent combination of training and experience. Prefer welding and fabrication skills.

Type of

Position:

- Full-time
- Part-time
- Intern

Hours: 40 hours/week

Over-time may be required on occasion
 Exempt
 Nonexempt

General Description:

Under direction of a Lead Mechanic, performs work of routine difficulty in repairing and maintaining automotive vehicles and trucks and performs related work as required.

Essential Functions of the job:

- Repairs and maintains automotive vehicles and trucks; diagnoses equipment and engine failure; repairs mechanical, electrical, and air conditioning systems.
- Performs preventive maintenance of Village vehicles and equipment which consists of lubrication, tune-ups, inspection of all mechanical and electrical components.
- Operates diagnostic testing equipment efficiently, vehicle hoists, hydraulic jacks and hand powered tools.
- Completes routine work reports on vehicles and equipment; fabricating and welding of equipment.
- Performs snow removal and ice control.
- Other duties as assigned.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Comprehensive skill, experience and knowledge in the techniques of automotive repair, mechanical components including engine, transmission, electrical, and air conditioning systems; diagnosing engine and equipment failure, repairing and maintaining automobiles and equipment, operating a variety of hand and power tools, completing routine work records, welding skills and fabrication skills. Ability to read and interpret technical manuals, purchase orders, maintenance logs, and mileage logs.

Supervisory Responsibilities: This position does not require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Computer Skills: Working knowledge of Microsoft Office Products.

Other Qualifications:

- Valid Illinois driver's license and ability to obtain a Class "B" motor vehicle license.
- Able to respond to emergencies 24- hours a day.
- Ability to read, use and file written documents, purchase orders, code book, faxes, administrative and technical manuals; apply principles of common sense and understanding to perform highly complex and often repetitive tasks.
- ASE certification, (A) automotive /light truck, (T) medium/ heavy truck series desired
- Operate, or learn to operate, cars, trucks, 1-4 ton dump trucks, 4-18 wheel dump trucks, front end loaders, snorkels, street sweepers, graders, backhoe, semitrailer, rollers, road pavers, vac-all, sewer jet truck, air compressors, jack hammers, sewer pumps, chain saws, hydraulic shoring

equipment, gas detectors, all carpentry tools, all plumbing tools, shovels, sledge hammers, picks, rakes, axes, pruning tools, lawn mowers, and blower packs.

- Operate most office equipment, motor vehicles, cameras, tape recorders, flashlights, rulers, calculators, small hand tools.

Travel: Local travel is required of the position.

Physical Demands:

Ability to reach, lift, and carry 50 lbs., and stoop, kneel, and pick up 100 lbs.; pull or push 200 lbs., must have perception and discrimination of color, sound, taste, texture, odor and form; operate in an environment of excessive noise and varying light intensity; work in conditions of excessive dust or dirt; stand for long periods of time; crouch and crawl as needed; climb ladders in excess of five feet but less than twenty feet.

Work Environment:

Frequently be exposed to temperature extremes, strong odors or fumes, toxic agents, loud noise, vibrations, wetness, humidity, adverse weather conditions, dust, varying light conditions.