

MAINTENANCE WORKER/MECHANIC

Department: Public Works	Work Location: 452 Park Avenue	Date of last revision: November, 2018
Reports to: Lead Maintenance Worker	Supervises: None	Licenses/Certificates: Illinois Class D Driver's License Ability to obtain an Illinois Class B CDL within 90 days
FLSA Status: Non-Exempt	Pay Classification: 5	Hours per week: 40

NATURE OF WORK

The Maintenance Worker/Mechanic is responsible for maintenance of the Village's fleet as well as repair work of the Village's infrastructure. Work involves performance of a variety of tasks related maintenance and repair of vehicles/equipment as well as maintenance and repair of Village infrastructure including, buildings, water pump stations and similar facilities. The position also assists with snow plowing and public works field operations. Work includes the operation of motorized equipment and vehicles and the expenditure of heavy physical labor. Work is performed under direct supervision and is reviewed through observation for results obtained, including completeness and workmanship. Work takes place indoors and outdoors with time split between the Village fleet in the field.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Plans, carries out and evaluates preventive maintenance schedules for vehicles and mechanical equipment either personally or through outside vendors.
- Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems.
- Cuts and welds metals and performs body repairs, touchups and related work.
- Changes and repairs tires and tubes.
- Purchases equipment, parts and supplies for vehicle and mechanical system maintenance.
- Provides emergency field assistance to disabled equipment as needed.
- Assists in the preparation and administration of mechanical budgets.
- Operates various types of equipment and performs a variety of tasks in maintenance and repair of roads, storm sewers, sidewalks, and other similar facilities.
- Operates a variety of non-vehicular manual and powered equipment such as chain saws, brush chipper, weed eaters, or related equipment.
- Drives dump trucks to haul gravel, sand, and asphalt; plows and salts roads.

- Assists in repairing water main breaks, removing and replacing hydrants, repairing meter leaks, flushing hydrants.
- Maintains and repairs the exteriors and interiors of public buildings and facilities; paints, changes lights, performs light plumbing and concrete work.
- Performs landscaping activities including mowing grass, sweeping and raking grounds, planting and trimming trees and shrubs; uses chain saws and wood chippers.
- Performs road maintenance and repair tasks including patching potholes; operates concrete saws, air hammer, and drills.
- Performs activities necessary to fabricate, paint, construct, and install street and other signs; performs tasks necessary to the blocking off of construction sites including placing barricades, flashers and flagging traffic.
- Maintains and installs ditches, culverts, and manholes.
- Cleans and makes minor repairs to tools and equipment, including lubricating equipment and sharpening tools.
- Ensures that equipment is used safely and in accordance with standard procedures and precautions.
- Performs heavy physical labor loading and unloading trucks and attaching and detaching accessories to equipment such as plows and spreaders.
- Follows all applicable safety policies and procedures, including reporting all unsafe conditions and acts to supervisors. Reports all accidents and near misses to supervisor and participates in accident investigations where appropriate.
- Maintains and uses appropriate personal protective equipment.
- Recommends improvement to safety practices; takes personal responsibility for preventable accidents.
- Inspects work area, including vehicles, equipment and facilities for potential hazards and conducts appropriate housekeeping to keep work areas free of hazards.
- Follows proper lifting/material handling procedures at all times; wears and maintains appropriate footwear for job duties.
- Completes all required annual safety training.
- Provides effective and efficient customer services; promotes and maintains responsive community relations.
- May be called out on a 24-hour basis.

OTHER JOB FUNCTIONS

- Performs related work as required.

REQUIREMENTS OF WORK

- High school graduation or GED equivalent plus some specialized training in mechanics, maintenance management or a closely related field.



- Three years of related experience or equivalent combination of education and experience.
- Knowledge of automotive mechanics and gas engines.
- Ability to maintain effective preventive maintenance programs.
- Knowledge of common hand tools, materials, and standard equipment used in maintenance, repair, and construction work.
- Some knowledge of the practices, methods, and materials used in maintenance, repair, and construction of public streets, buildings, and related systems.
- Some knowledge of the safety precautions and hazards of the work.
- Ability to perform manual labor for extended periods in all weather conditions.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with others.
- Ability to drive dump trucks and operate or learn to operate a variety of equipment and maintenance tools.
- Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.
- Skill in the use of hand and power tools and other equipment related to the work.
- Must be able to obtain a CDL class B vehicle operator's license within 90 days of employment.

NECESSARY SPECIAL REQUIREMENTS

- Possession of a valid Illinois Commercial driver's license in the appropriate classification required within three months of employment date.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regular use of hands and fingers to handle, reach or operate objects, tools, or controls.
- Stand, kneel, talk, listen, sit, climb, balance, kneel, crouch or crawl for extended periods of time.
- Lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.
- Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee regularly works in outside weather conditions.



- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

