


<b>Village of Roselle</b> <b>Position Description</b> 	<b>Job Title</b>	Mechanic
	<b>Department</b>	Public Works
	<b>Employment Status</b>	Full Time
	<b>FLSA Status</b>	Non-Exempt
	<b>Union</b>	International Union of Operating Engineers, Local 150
	<b>Date Approved/Revised</b>	July 27, 2022

### Scope of Work

The Mechanic position performs skilled mechanical journey level work in the maintenance and repair of automotive, construction, and other Village fleet, equipment and related devices. Performs major and minor mechanical, hydraulic and electrical repairs to various types of vehicles and equipment. This position requires the ability to diagnose issues, analyze malfunctions, determine methods of repair, and strategically inspect, repair, rebuild, and maintain a variety of Village equipment including, but not limited to: cars, pick-up trucks, tractors, dump trucks, bucket trucks, backhoes, front end loaders, sewer jet trucks, skid steer loaders, snow plows, generators, saws, pumps, fire and police vehicles/equipment and other light and heavy duty vehicles and construction equipment.

### Supervision

<b>Received</b>	Public Works Manager – Internal Services, and/or other management personnel in the Public Works Department
<b>Exercised</b>	This position may occasionally serve as a lead worker on the repair (or preventative maintenance) of individual pieces of equipment.

### Essential Job Functions

- Performs preventative maintenance on Village fleet and equipment.
- Operates and inspects machines and equipment to diagnose defects and/or issues; inspect parts, fluids, hoses, belts and connections for repair and replacement.
- Performs complete overhaul and repair work in different types of gas and diesel automotive and/or construction vehicles or equipment ranging from lawn mowers to front end loaders, tractors, back hoes and large to light trucks, public safety vehicles and fire apparatus.
- Purchases parts and services from outside vendors and maintaining inventory as needed.
- Assists with scheduling vehicle preventative maintenance checks. Repairs and overhauls motors, generators, carburetors, clutches, ignition systems, and similar mechanical assemblies; repairs, rebuilds, and overhauls transmissions, differentials, front and rear end assemblies, air compressors, hydraulic systems, and other related specialized equipment.

## Essential Job Functions (Continued)

- Fabricates replacement parts to keep older pieces of equipment running when parts for such pieces are no longer available.
- Performs electrical work on any vehicle, such as installing batteries, repairing and adjusting lights, replacing generators and starters, and troubleshooting electrical malfunctions.
- Inspects, adjusts, and replaces necessary units and related parts, valves, pistons, piston rings, brakes, main bearing assemblies, and cooling, fuel and ignition systems; road tests equipment to locate defects and to check repair work.
- Tunes engines and performs diversified preventive maintenance of Village vehicles and equipment. Cleans and replaces spark plugs, emission controls, fan belts, heating/cooling system hoses. Checks and maintains fluid levels. Greases and oils vehicles and equipment.
- Repairs and/or adjusts brake, steering and suspension, drive train and differential systems. Replaces clutches, adjusts linkages, inspects and repairs transmissions, universal joints and differentials.
- Operates equipment (in emergencies); makes road calls, repairing vehicles when possible; maintains and repairs the service vehicle and its auxiliary equipment.
- Provide road service and emergency field assistance to disabled equipment and vehicles. Make emergency field repairs and changes tires. Arranges for a wrecker to tow in disabled vehicles.
- Performs oxyacetylene and electric welding in forming, bending, and tempering steel. Cuts, grinds, and welds metal to fit requirements of repair demands.
- Obtains and develops cost estimates for equipment replacement or repair.
- Plans work procedures using charts, technical manuals and experience.
- Performs snow and ice control, material loading, hauling, answering emergency calls, etc. depending on the Village and/or Department operational needs.
- Prepares service records of preventative maintenance, repair and other activities including data entry.
- Diagnoses and repairs heating, ventilation and air conditioning systems.
- Maintains an awareness of OSHA worker safety guidelines and standards and applies these in the performance of all tasks and activities. Performs all duties in conformance to appropriate safety and security standards. Follows recognized safe work practices.
- Takes individual action that fosters open and honest communication, teamwork, professional growth and development, and constant improvement in the efficiency and effectiveness of work results.
- Ensures equipment is appropriately maintained and is kept in proper operating condition. Routinely inspects equipment and facilities and addresses deficiencies or provides recommendations for improvements. Recommends new equipment purchases and/or changes in existing equipment.
- Stays abreast of new trends and innovations in automotive maintenance and repair and all associated regulations, policies and laws.
- Adheres to all department, Village safety policies, and safe work practices.
- Exercises independent judgment in matters of diagnosis and repair and initiative in the development of preventive maintenance schedules.

## Other Job Functions

- Contributes to a positive group environment by:
  - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Public Works Director.
  - Participating in proactive team efforts to achieve departmental and Village-wide goals;
  - Assisting other co-workers on special projects as required; and
  - Providing leadership to others through example and by sharing knowledge and skills.
- Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device.
- Participation in scheduled weekend and holiday overtime activities.
- Performs related Public Works duties as assigned in a wide variety of weather conditions and exposure to the elements to include snow and ice control, water main repairs, sanitary sewer repairs, and other duties or additional village-wide programs.
- Assists with the inspection, operation, and maintenance of Village infrastructure and equipment.
- Assists with compiling all required data, regulatory reports, daily activity records, and equipment repair reports.
- Performs other duties as assigned.

## Requirements of Work

Certifications related to automotive or emergency vehicle repair strongly preferred; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

<b>Knowledge of</b>	<ul style="list-style-type: none"> <li>• Methods, materials, tools, techniques, diagnostic equipment, machines, and standard practices of the automotive mechanic trade used in the repair of light and heavy duty automotive and construction vehicles/equipment.</li> <li>• Operating principles, repair and preventative maintenance of gas and diesel engines, transmissions, light and heavy duty truck/vehicles, construction equipment, hydraulic power systems, transmissions, automotive and equipment electrical systems, pumps, generators, and welding.</li> <li>• Operation and maintenance requirements of machinery, tools and equipment.</li> <li>• Principles, practices, policies, procedures, methods, tools and materials used in municipal public works operations.</li> <li>• Operational and preventative maintenance practices applicable to Village-owned equipment, infrastructure, and facilities.</li> <li>• Traffic regulations, laws, ordinances, and rules.</li> <li>• Occupational hazards involved, applicable safety procedures and the precautions necessary, to safely conduct operations. Ability to enforce said standards as required.</li> <li>• Applicable local, state and federal laws and regulations.</li> <li>• General Public Works labor activities.</li> </ul>
<b>Ability to</b>	<ul style="list-style-type: none"> <li>• Analyze, diagnose issues, and repair defects in range of equipment.</li> <li>• Diagnose defects in automotive equipment and to apply approved techniques in remedying defects.</li> <li>• Adapt available tools and repair parts to specific repair situations.</li> <li>• Interpret and work from sketches and pencil diagrams.</li> <li>• Plan and layout work to most efficiently accomplish the repair.</li> </ul>

## Requirements of Work (Continued)

<b>Ability to (Continued)</b>	<ul style="list-style-type: none"><li>• Instruct others in necessary elements of helping accomplish major repair tasks.</li><li>• Communicate effectively, both orally and in writing.</li><li>• Establish and maintain effective working relationships with peers, subordinates, supervisor, management, regulatory agencies/officials, other governmental units and the general public.</li><li>• Understand and follow complex oral and written instructions, as well as read and understand technical manuals, specifications, diagrams, etc.</li><li>• Critically analyze and process problems and to use sound judgment in arriving at an effective and appropriate solution.</li><li>• Make decisions, recognize established precedents and practices, and to use resourcefulness in meeting new or unanticipated problems.</li><li>• Operate construction and heavy equipment such as skid steers, backhoes and end loaders.</li><li>• Utilize technology including computers and software.</li><li>• Keep accurate records and prepare routine reports from such records.</li><li>• Handle multiple tasks simultaneously and in a timely manner.</li><li>• Prioritize, organize and delegate assignments in a timely manner.</li><li>• Learn, understand, and apply pertinent laws, rules, and regulations.</li></ul>
<b>Skill in</b>	<ul style="list-style-type: none"><li>• Use and operation of hand or power tools, mechanic tools, machinery used in automotive repair work, various diagnostic equipment and machines.</li><li>• Use of shop equipment including, but not limited to: Hand, bench, and machine tools, hydraulic lifts and lifting equipment, wheel and tire repair machines, computerized and electronic diagnostic test equipment.</li><li>• Use of welding and smithing equipment and in body and fender repair techniques.</li><li>• Operation and repair of mechanical equipment and vehicles.</li><li>• Using basic repair tools and procedures and operating/controlling the actions of equipment, machinery, tools, and/or materials used in performing job functions.</li><li>• A variety of construction and maintenance techniques.</li><li>• Working cooperatively with others including the public, elected officials, and other Village employees.</li></ul>

## Necessary Special Requirements

- High School diploma or equivalent.
- Three to five years of experience in automotive, mechanical or small engine maintenance or successful completion of various specialized diagnostic and repair courses or an equivalent combination of training and/or experience.
- Possession of relevant Automotive Service Excellence (ASE) certifications and/or Emergency Vehicle Technician (EVT) certification (as issued or recognized by ASE and/or NFPA) strongly desired, or receipt of within twelve months of commencing employment or transfer into position.
- Possession of a valid Illinois Driver's License.
- A current and valid Illinois commercial (CDL) motor vehicle operator's license with appropriate endorsements, or receipt of one within six months of commencing employment. Possession of a CDL is a condition of ongoing employment.
- Pass a work related physical proficiency test and pre-employment physical examination and drug and alcohol screen.

## Necessary Special Requirements (Continued)

- Any equivalent combination of experience and education that provides the required knowledge, skills and abilities.
- National Incident Management System (NIMS) training as required.
- Must possess a complete set of mechanics hand tools and tool box to contain same.

## Physical Demands

### Standard

Physical ability to:

- Sit, stand, walk, climb, balance, stoop, kneel, bend, crouch, crawl, smell and other continuous physical activity; using heavy power assisted tools and/or working in very awkward positions frequently.
- Reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
- See close, at a distance, and with peripheral vision as well as adjust vision focus and distinguish objects and colors.
- Hear ordinary conversation, such as questions from residents as well as other sounds, including the back-up alarm on trucks or other equipment, radio-dispatched calls and/or signals, and calls for help from a co-worker, etc.

### Position Specific

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. Extensive medium heavy physical activity performing strenuous daily activity at loud to very loud noise levels in an outdoor environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc. including:

- Work is performed in both an office, garage and outdoor setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Physical working conditions which may provide exposure to air contaminants such as dust, fumes, smoke and disagreeable odors. Ability to smell sewer gases, Nicor/natural gas problems and other hazardous odors.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must be able to frequently lift and/or move more than 50 pounds and occasionally up to 100 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee often works in outside weather conditions. The employee regularly works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions, disease and smoke, extreme cold, extreme heat, and vibration.

## Physical Demands (Continued)

- Physical activity involving sitting, standing, walking, balancing, bending, crouching, crawling, climbing, kneeling, pushing, pulling, reaching, rotating, squatting, stepping, stooping, twisting and/or working in very awkward positions frequently.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. Includes physical activity involving reaching with hands and arms for an extended period. Hand-eye coordination is necessary to operate various pieces of equipment. While performing the duties of this job, the employee often uses heavy power assisted tools and/or works in awkward positions.
- Physical working conditions may provide exposure to vibration while inspection of, working on or operating a piece of equipment.
- Physical working conditions that may provide exposure to a variety of grades, elevations, heights, underground, working surfaces and traffic conditions.
- Primary functions require the employee to be fully ambulatory and possess physical dexterity to work in a field environment.