



Position Recruitment Notification For Internal & External Candidates

Job Classification:	Fleet Automotive Service Technician
Department/Division	Public Works/Fleet Division
Employment Status:	Full-time
Hourly Rate/Grade:	\$33.41 - \$40.64 DOQ
Hours:	4 10-hour days: 6:30am – 4:00pm (M-TH or TU-FR)
FLSA:	Non-Exempt
Union:	Automobile Mechanics' Local 701
Employment Commission:	N/A
Deadline for Application:	Open until filled, first review of applications May 31, 2022

POSITION SUMMARY:

This is a full journeyman level class position under direction of the Fleet Automotive Crew Chief and/or Fleet Superintendent. This position will perform the full range of duties assigned including repair of all gasoline, diesel and alternative fuel equipment. Employees at this level receive occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Possession of, or ability to obtain a valid Class B Commercial Driver License with Air Brake Endorsement within the first 6 months of employment. Employees in this class are subject to 24-hour call outs. Employees must be able to operate all heavy equipment, including snow plowing. Trade appropriate certifications or degree also desired.

INSTRUCTIONS TO APPLICANTS:

Applicants can visit our website at <http://www.oak-park.us/jobs>. Submit applications and resumes by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



FLEET AUTOMOTIVE SERVICE TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform difficult and complex skilled mechanical duties and safety inspections involving repairs to gasoline, diesel and alternative fuel powered automotive, light and heavy-duty construction equipment.

DISTINGUISHING CHARACTERISTICS

This is the full journeyman level class within the Fleet Maintenance Mechanic series. Employees within this class perform the full range of duties assigned including repair of all gasoline, diesel and alternative fuel equipment. Employees at this level receive occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fleet Automotive Crew Chief and Fleet Superintendent.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.
2. Perform skilled mechanic duties involving repairs to gasoline, diesel and alternative fuel powered automotive, light and heavy-duty construction equipment.
3. Maintain, inspect, diagnose and locate mechanical difficulties on Village automobiles, trucks, and a variety of gasoline, diesel and alternative fuel powered maintenance and construction equipment.
4. Diagnose, maintain and repair electrical systems components, ignition systems, computers, alternators, starters and batteries; diagnose, maintain, repair and recondition hydraulic systems; and install and maintain specialty equipment.
5. Diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts; replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
6. Overhaul, repair, and adjust engines, transmissions, differentials, and clutches; tune up engines by replacing ignition parts, reconditioning and adjusting carburetors, throttle body, port fuel injection systems, propane fuel systems, as well as CNG.



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7. Repair and replace components including generators, alternators, distributors, relays, lights and switches; repair, adjust and replace brake systems including wheel cylinders, master cylinders, brake pads and shoes, machine drums and rotors, on hydraulic and air brakes.
8. Ability to, or be trained to, operate a tow truck and transport vehicles with same.

Other important responsibilities and duties

1. Maintain work, time, and material records.
2. Perform related duties and responsibilities as required.
3. Maintain a clean and safe workplace.

QUALIFICATIONS

Knowledge of:

Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas, diesel and alternative fuel powered equipment.

Procedures of preventive maintenance related to automotive, light and heavy-duty construction equipment.

Principles and procedures of hydraulic systems.

Operating and repair characteristics of a wide variety of automotive, light and heavy-duty equipment used in Village government.

Operation and care of internal combustion engines and hydraulic equipment.

Methods, materials, equipment, tools and safety procedures used in routine welding and fabrication work.

Safe work practices.

Ability to:

Perform journeyman level equipment technician duties including the diagnosing, troubleshooting, fabricating, and repair of equipment.

Work independently in the absence of supervision.

Accurately determine mechanical repair needs and estimate the cost and time of repairs.

Use a variety of equipment maintenance tools and equipment.

Maintain a variety of shop and repair records.

Read and understand various manuals, blueprints, and schematics.



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Understand and follow oral and written directions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or stooping for extended periods of time*
- *Operating assigned equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned equipment and vehicles.*

Maintain mental capacity which allows for effective interaction and communication with others.

Experience and Training Guidelines

Experience: Two years of journeyman level experience performing minor and major automotive equipment repair duties including experience in the maintenance of both diesel- and gas-powered equipment. **AND**

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in maintenance and repair of gas- and diesel-powered equipment. **AND**

License: Possession of, or ability to obtain a valid Class B Commercial Driver License with Air Brake Endorsement within the first 6 months of employment.

Certifications: Trade appropriate certifications or degree also desired.

Vaccination against COVID-19 strongly preferred.

WORKING CONDITIONS

Work in a shop environment; lifting, climbing and stooping; exposures to dust, grease, and noise.