

Community/Organization Profile

The Village of Downers Grove, Illinois is an established suburban community of 49,000 residents located in DuPage County, 22 miles west of Chicago. Since its founding in 1832, the Village has taken great pride in balancing its long-standing traditions and rich history with advancement, innovation and progress.

The Public Works Department is responsible for the maintenance of Downers Grove's infrastructure. Our Fleet Division operates under our Public Works Department. The Village takes great pride in our fleet, and emphasizes the use of alternative fuels. In 2019, the Village began using its first plug-in, electric-hybrid vehicles, currently in use by the Police Department's Community Service Officers. Eight more electric-hybrid vehicles are being purchased in 2021, further reducing fuel consumption and CO2 emissions.

The Position

Fleet Maintenance Technician:

- Performs scheduled maintenance on Village vehicles and equipment by diagnosing issues for repair on automobiles, vehicles up to Class 8 in size, off road construction equipment, small equipment and generators.
- Installs, modifies and maintains a wide variety of "add on" equipment required or requested by user departments.
- Operates equipment, as necessary, for testing.
- Maintains record of repair work, for each job, on all vehicles and equipment.
- Responds to road calls for field work.
- Carries out special response and repair duties associated with emergency situations.
- Available to be on call during the Village's annual winter operations schedule.
- Available to participate in setup and cleanup for Village special events.
- Maintains a clean and organized work environment, while performing duties safely.
- Performs welding and machine work, incidental to the completion of repair work, as required.

Qualifications, Knowledge, Skills

A successful candidate will have:

- Ability to understand repair and maintenance requirements, in order to effectively maintain a variety of light and heavy equipment used in a full service municipality.
- Analytical ability to diagnose vehicle and equipment malfunctions.
- Ability to understand and interpret repair manuals and work orders.
- Ability to transition between jobs and duties quickly, without losing efficiency or focus.
- Knowledge of operational safety practices and principles.
- Excellent communication skills, both written and oral.
- Ability to establish and maintain effective working relationships with other employees, government officials and the general public.
- Ability to maintain work scheduling flexibility; allowing for after-hours scheduling.
- Ability to possess a CDL Class "B" Vehicle Operator's License within six months of hire.

The ideal candidate will have a high school diploma or equivalent, plus three to four years' experience at the journey level in a mechanic position. Automotive Service Excellence and Emergency Vehicle Technician certification preferred. A combination of education and experience which provides the required knowledge, skills, and abilities may also be acceptable.

This is a full-time, non-exempt position. Must be available to work weekend and evening hours as required. This is a bargaining unit position in the International Union of Operating Engineers, Local 150, Public Employees Division. Starting wages for this position are \$55,316 per year, increasing to \$ 79,022 after six years. The Village provides an excellent benefits package, including health insurance, dental and vision insurance, and participation in the Illinois Municipal Retirement Fund (IMRF).

Complete the online application by visiting the Village's website, www.downers.us. Only online applications will be accepted. E.O.E.