

Title: Fleet Mechanic - Public Works
Department: Public Works
Hiring Range: \$61,453.68 Annually
Closing Date: Until Filled

Primary Purpose: Performs a variety of maintenance and repairs on all City vehicles and equipment including PACE transit buses. The list of vehicles and equipment to be maintained is inclusive of Pace hybrid buses, and related equipment, hybrid vehicles, electric vehicles, cars, trucks, dump trucks, street sweepers, tractor loaders, backhoes, air compressors, snow plows, salt spreaders, pumps, saws, sewer flushers, aerial equipment, hydraulic systems, power hand tools, etc. and other vehicles and equipment owned and maintained by City.

Supervision Received: This position works under the direct supervision of the Fleet Section Foreman. Most work will be assigned by the Foreman.

Essential Duties & Responsibilities:

Maintains, troubleshoots and repairs gas and diesel engines, transmissions, hydraulic, electric and air brakes, electrical systems, air systems, hydraulic systems, computerized fuel injection, computerized transmissions, computerized brake systems, air conditioning and shop equipment (i.e., drills, grinder, saws, compressors, vehicle lifts, overhead doors, etc.). Start work hours could be as early as 4 AM and on a rotational basis.

Maintains, troubleshoots and repairs cars, light duty trucks, tractors and all City-related support equipment.

Uses available tools and parts to repair problems including replacing snow and grounds maintenance related equipment.

Performs automotive electrical tasks with laptop and scan tools including the setup of new vehicles and equipment, installation of mobile radios, lights and necessary equipment.

Available and responds to emergency calls as part of a rotation with fellow mechanics. Responds to road calls to make limited repairs to vehicles and equipment in the field (e.g., charging a battery, changing tires, etc.). Modifies and fabricates specialized equipment to support the Public Works operational divisions. Weld with gas and mig or tig, as needed. Records repair tickets to track maintenance and repair costs.

Performs other related duties as requested.

Human Resources
City of Highland Park
1707 St Johns Avenue
Highland Park, IL 60035
847.926.1013
nbarnes@cityhpil.com

Job # 2021-15
Fleet Mechanic –
Public Works
Full Time
NJB

Required Minimum Qualifications: *The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education: Graduation from high school or GED equivalent.

Experience: A minimum of three years hands-on work experience amongst the list of vehicles or equipment noted under Primary Purposes. Diesel systems experience is preferred. And working on electric systems is a plus.

Certification or license: A valid Illinois Commercial Driver's License (CDL), Class A or B, is required, or equivalent. And approval from Pace is required to repair, maintain, and operate Pace buses including background check, DOT physical, and medical requirements. Also, a minimum of six certificates as evidence of competence in related automotive and truck areas from A.S.E. or equivalent: diesel engines, brakes (automotive), brakes (trucks), air conditioning for trucks or autos, electrical for trucks and autos, and one other recognized mechanic test specialty. Ability to obtain within one (1) year of employment a Medium/Heavy Truck Master ASE Certification.

Required Knowledge, Skills, and Proficiencies: Knowledge of automotive problems and the corresponding repairs including, but not limited to wheel alignment, tires, electrical repair, engine, drivetrain and exhaust system repair, body work and installation of a variety of customized equipment. Knowledge of the functions and operating methods of a wide variety of automotive and testing equipment, tools, and special supplies, and recognizing the potential hazards of this equipment.

Ability to properly and safely care for pertinent tools, equipment, and facilities. Ability to read and follow plans and specifications of repair manuals, ability to apply current methods and techniques used in automotive maintenance and repair, and ability to access online resources. Ability to work cooperatively with all Public Works Sections, other City departments, contractors and vendors on fleet and mechanical related issues.

Safety Functions:

- Becomes familiar with and observes all applicable safety policies and procedures.
- Immediately reports all unsafe conditions.
- Keeps work area clean, orderly, and free of hazards.
- Adheres to all safety rules and established work procedures.
- Maintains appropriate physical fitness to perform essential job functions.

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Work Environment: The work environment typifies a vehicular garage repair setting with loud to very loud noise and hearing protection may be required. Most repair and maintenance work is performed in the Public Works garage. Seasonal temperatures and weather conditions may vary from extremely hot, humid and dusty to extremely cold. The garage area is heated minimally so warm clothing may be required to be worn.

Bloodborne Pathogens: None.

Tools and Equipment Used: The position requires the ability to operate but is not limited to the following equipment: electrical system testing equipment, hydraulic tools, hand tools, welding equipment. Mechanics are required to supply their own basic hand tools. (The Fleet Section will supply any specialized tools or equipment.)

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The Fleet Mechanic position is a Local Union 150 position.

To Apply: Please reach out to Nick Barnes, HR Generalist at nbarnes@cityhpil.com

Full Job Posting: <https://www.governmentjobs.com/careers/highlandpark/jobs/3159443/fleet-mechanic-public-works>

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