



# MUNDELEIN PARK & RECREATION DISTRICT

*Connecting Our Community*

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

## **Summary**

The Mechanic employee is responsible for performing a variety of Mechanical duties to maintain and/or repair properties and equipment. Mechanic is responsible for performing the duties outlined in this analysis. Work performed at a moderate, constant pace, but may vary slightly depending on the demands of the job required. Mechanic must be able to work independently and assess priorities. Must be able to adapt to Park District policies and procedures to each work situation.

## **Qualifications – Education, Experience and Training**

High school graduate or equivalent, minimum 3 years' experience as a mechanic, and at least two years' experience in small engine and vehicle maintenance and repair. A valid Illinois State Driver's License Class C is required, Class A preferred. If you hold a CDL and will use it when driving a qualifying Mundelein Parks & Recreation District vehicle, you must register with the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. Reports of Violations, New Driver Queries, Limited (annual) queries and Full Queries on Existing Drivers will be made by the Risk Manager. For instructions on registering for the Clearinghouse, see the Risk Manager. Thorough knowledge of occupational hazards and safety precautions of the trade. CPR, First Aid and AED Certification required within six months of employment.

## **Essential Functions**

- Repair trouble shoot and maintain all types of Parks Department equipment, i.e. small engines, diesel engine, vehicles etc.
- Sharpen mower blades.
- Paint equipment and body repairs.
- Inspect all installations, repairs and maintenance performed by dealers and specialty shops.
- Prepares and maintains service records on all equipment.
- Inspects all new equipment to insure established standards.
- Responsible for maintaining adequate inventories of all supplies, and the security of those supplies.
- Must be able to supervise seasonal employees as assigned when the supervisor is not available.
- Assist seasonal with equipment necessary to do the job.
- Maintain adequate inventories of all supplies and the security of those supplies.
- Recommends ordering supplies as necessary.
- The worker must have some insight as to what task will be next, so they can make sure the proper supplies can be ready for use.
- Must be able to weld and fabricate.
- Must be able to diagnose hydraulic and electrical problems.
- Must have ability to institute a preventive maintenance program.
- The worker must be able to organize records and prepare safety records.
- Assist with other duties as assigned in other areas/divisions such as snow plowing, painting, welding, and building maintenance.

**Position Type:** Full-time and Part-time, Union Position      **Start Date:** 09/07/2021

**Starting Salary:** \$23.58 - \$25.16 depending on qualifications and experience

**Benefits:** IMRF Pension, PTO & district discounts for FT and PT, Health, Dental & Vision Insurance, Group Life Insurance for Full-time