

CITY OF BERWYN, ILLINOIS POSITION DESCRIPTION

POSITION TITLE: FLEET SERVICES MECHANIC

DEPARTMENT: PUBLIC WORKS

ILLINOIS PUBLIC LABOR RELATIONS ACT:

This position shall be non-exempt pursuant to the Act.

FAIR LABOR STANDARDS ACT:

This position shall be non-exempt pursuant to the Act.

PURPOSE OF POSITION

The purpose of this position is to perform preventive maintenance, corrective repair and required modifications to all City fleet vehicles and equipment. The City of Berwyn is looking for a motivated self-starter for maintenance the Public Works & Building Department vehicles The work is performed under the general supervision of the Public Works Director. The City of Berwyn, Public Works is a Union shop and represented by IBT 705.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other tasks as from time to time assigned shall be deemed to be included in this Position Description.

Maintains and repairs Fleet cars, light and heavy trucks, construction equipment, snow removal equipment, and grounds maintenance equipment (mowers, landscape equipment, snow blowers, etc.). Performs emergency repairs as needed.

Performs preventive maintenance program for various City Fleet equipment and vehicles.

Routinely lubricates all equipment to ensure operation and reduce breakdowns.

Performs fabrication and welding work as required.

Repairs vehicles timely and cost effectively.

Enters work orders into computer system, schedules and completes work in a safe and timely manner.

Orders and picks up parts. Delivers vehicles.

Cleans and maintains work areas and storerooms.

Maintains standard and metric hand tools and all tools to perform daily repairs as required.

Adheres to City-wide and departmental safety policies and procedures.

ADDITIONAL FUNCTIONS

Required to complete training and provide support and assistance in emergencies, as a member of the Emergency Management team for the Public Works Department.

Responsible for all vehicle and equipment inspections and certifications.

Responsible for any fleet related OSHA certifications.

Fuels vehicles.

Performs other duties as assigned and required.

MINIMUM QUALIFICATIONS

High school diploma or equivalent with vocational/technical training in Automotive/Equipment Mechanics and three years of vehicle/equipment repair and maintenance experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this position. Position requires a Class B Commercial Drivers' License, Diesel/Heavy equipment and Air Conditioning Recovery Certifications preferred.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.

Requires the ability to communicate orally and in writing with the Public Works Director, all department personnel, other City Department Heads and personnel, source persons, service writers, vendors and parts dealers.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as vehicle maintenance reports, invoices, wiring diagrams, flow charts, technical maintenance manuals, computerized repair information, procedures, guidelines and non-routine correspondence.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate equipment and machinery including all City Fleet vehicles and equipment, welders, power tools, mechanics and diagnostic tools, AC recovery machine, and carbon flushing machine, requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability:

Tasks involve the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, to fifty pounds. May lift up to 100 pounds sometimes with assistance.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.

Environmental Factors:

Ability to work under potentially dangerous and uncomfortable conditions where exposure to environmental factors such as oil, dirt, chemicals, dusts, machinery, or electrical currents can cause discomfort and a risk of injury.

The City of Berwyn, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Other Position Information:

Responsible To: Public Work Director

Starting Salary: As set by contract.

APPLY AT pw-jobs@berwyn-il.gov