



Job Description

Vehicle Maintenance – Mechanic I

Department: Public Works – Vehicle Maintenance

Reports To: Vehicle Maintenance Crew Leader – Street Superintendent

FLSA Status: Non-Exempt

Salary Grade: 6

Summary

The Village of Plainfield is seeking to hire a Mechanic for our Vehicle Maintenance Department. This employee will be involved in the maintenance and repair of Village vehicles, trucks, equipment and tools either diesel, gasoline or electrically powered. Work is performed under the supervision of the Vehicle Maintenance Crew Leader. Other labor-intensive duties may be assigned.

Essential Duties and Responsibilities:

Reads repair and wiring diagrams for the purpose of repairing mechanical devices. Performs general overhaul, troubleshooting and repair work on automotive and mechanical equipment, including automotive electrical assemblies, brake systems, transmissions, differentials, axle assemblies, hydraulic controls and assemblies and other equipment systems as required.

Performs diagnostic and road tests to identify mechanical problems and defects. Dismantle devices to gain access to remove defective parts, make adjustments to machinery and equipment. Repairs and reinforces welds on all equipment as required.

Fabricates and installs miscellaneous hardware on various equipment using different types of welding equipment suited for the specific work. Is familiar with and uses various types of electronic test equipment in the course of work. Performs minor auto and equipment body repair and painting as needed, replaces corroded and damaged body panels. Re-engineers and re-configures equipment to best suit the Village's needs.

Safely operates heavy equipment; loads salt onto Village trucks. Uses, repairs and maintains shop tools and equipment. Works unsupervised when required. Understands and repairs complex emergency lighting and accessories.

Completes routine reports on work performed and equipment used. Possesses ability to order and obtain all the correct repair parts in a timely manner. Ensures the maintenance of safe work areas and equipment, promptly corrects work hazards, as necessary. Investigates and reports all work related injuries immediately, complies with all safety rules and attends appropriate safety programs. Promotes and maintains responsive community relations. Performs duties and manual labor as assigned.

Knowledge, Skill and Abilities:

- Ability and willingness to be on 24-hour call, 7 days a week.
- The ability to determine the origin of malfunctions in vehicles and equipment and take corrective action.

- Ability to cut, weld, and fabricate parts as needed for repairs.
- Ability to communicate effectively both orally and in writing and prepare requisite service records.
- Ability to establish and maintain satisfactory working relationships with other Village personnel.
- Extensive knowledge of occupational hazards and precautionary measures in a vehicle maintenance environment.
- Working knowledge of the components of electronic starting, charging and ignition systems.
- Working knowledge of hydraulics.
- Extensive knowledge of garage methods, shop practices, and the techniques, tools, diagnostic testing equipment, and machinery used in vehicle and equipment maintenance and repair.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.

Qualifications:

- High School Diploma or general education degree; with 5 years of related vehicle maintenance experience.
- Experience in automotive and/or truck mechanic work, including or supplemented by experience in a diversified automotive repair and maintenance shop is preferable.
- Must possess or have the ability to obtain and maintain a Class “B” CDL Illinois State driver’s license.
- Completion of A.S.E. 1 -9 certifications strongly desired.
- Must own complete set of mechanics tools.

Salary/Benefits:

Starting hourly rate for this full-time, non-exempt position is \$28.44 depending on qualifications. The Village also offers a full range of benefits to full-time employees.

Email your application and resume along with a cover letter to
humanresources@goplainfield.com

Hard copies may be dropped off or mailed to:
Village Hall
24401 W. Lockport Street
Plainfield, IL 60544.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer or the position outlined herein change.

The Village of Plainfield is an Equal Opportunity Employer and encourages persons of diverse backgrounds to apply for available positions.