



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
MAINTENANCE III MECHANIC FLEET SERVICES**

EFFECTIVE DATE: June 30, 2008

DEPARTMENT: Public Works	WORK LOCATION: Fleet Services Facility		FLSA STATUS: Non-Exempt
CLASS CODE: 6625	RANGE: 16PW	PENSION: IMRF	UNION: Teamsters Local 714
REPORTS TO: Assigned immediate Supervisor	LEVEL OF SUPERVISION RECEIVED: Receives daily direction from Fleet Services Supervisor		LICENSE/CERTIFICATES: Class B CDL required upon three (3) months of employment and Class A CDL with tanker endorsement and auto truck brakes, truck preventive maintenance & inspection ASE certifications to be obtained within six (6) months of employment

SUMMARY:

Provides public services to the residents of Hoffman Estates by performing maintenance and repair work on automobiles, light and heavy duty trucks, construction and small equipment. Works within established operating procedures to perform mechanical diagnostic testing and repairs to return equipment to manufacturer's recommended specifications. Uses a wide variety of equipment and tools. Participates in snow removal operations. Participates in other assigned activities. Responds to and interacts with residents, employees, vendors and others within and outside the organization in a courteous, professional and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Operates a variety of diagnostic instruments and a variety of hand, electric and air-driven tools to test, service and repair vehicles and other mechanical equipment. Inspects, adjusts and replaces units and related parts to repair and maintain equipment and vehicles. Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies and related systems. Changes and repairs tires and tubes.	Daily 85%
2.	Evaluates status of mechanical equipment and vehicles and performs the required work or schedules needed repairs.	Daily 90%
3.	Cuts and welds metal and performs fabrication and minor body repair, touch up and related work.	Weekly 15%
4.	Evaluates and updates preventative maintenance programs for all vehicles and mechanical equipment either internally or through outside vendors.	Quarterly 10%
5.	Purchases equipment, parts and supplies used for vehicle and mechanical system maintenance.	Weekly 5%
6.	Provides emergency field assistance for disabled equipment.	Monthly 5%
7.	Maintains records, prepares paperwork and other specialized maintenance records of equipment and mechanical equipment servicing.	Daily 10%
8.	May operate large and small trucks for system operations and for snow plowing/salting. Work may be performed outside of regular scheduled work hours.	Daily 30%
9.	Responds to call-outs on a 24-hour, 7-day basis according to assigned, rotating call-duty program for after hours and weekend emergencies.	Daily when on call
10.	Performs tasks and follows instructions in a manner that ensures personal safety and the safety of others.	Daily 100%
11.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Assists in the development of shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
2.	May serve as a member of various employee committees.
3	Assists in the preparation of bid specifications for vehicles and mechanical equipment.
4.	Assists with the disposal of surplus Village property.
5.	May enter records at a computer terminal.
6.	Assists other divisions/departments when required.
67	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

____ Degree or coursework should be in...

Enter degree or coursework here

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Auto and truck mechanic experience with Automotive Service Excellence (ASE) certifications preferred.

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

Enter specific application(s) here

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend.

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Ability to establish and maintain effective preventive maintenance programs, policies and procedures.

Ability to carry out assigned projects to completion.

Ability to respond to call-outs on a 24-hour, 7-day basis according to assignment.

Ability to communicate effectively verbally and in writing.

Ability to follow verbal and written instructions.

Ability to establish successful working relationships with other employees, supervisors and other departments.

Ability to read, write, speak, and comprehend the English language.

Proficiency in automotive mechanics.

Proficiency in gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators and welding.

Working knowledge of hazards and safety precautions common to municipal maintenance and repair work.

Working knowledge of the practices, methods, materials and tools used in equipment maintenance and repair.

TOOLS AND EQUIPMENT USED:

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; computer, calculator, phone, mobile/portable radios and (employee provided) hand tools for repairs and routine maintenance of motorized vehicles.

Note: Employee must provide/use his/her own hand tools such as combination wrenches, socket sets, drivers, hammers, impacts, pullers, test lights, multi-meters, air tools.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	_____	<u>X</u>
Walks	_____	_____	_____	<u>X</u>
Sits	_____	<u>X</u>	_____	_____
Uses fingers in a repetitive motion	_____	_____	_____	<u>X</u>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>X</u>
Reaches with hands and arms above shoulder	_____	_____	_____	<u>X</u>
Climbs or balances	_____	_____	_____	<u>X</u>
Twists or turns	_____	_____	<u>X</u>	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	_____	<u>X</u>
Pulls, pushes, or carries	_____	_____	_____	<u>X</u>
Talks or hears	_____	<u>X</u>	_____	_____
Tastes or smells	_____	<u>X</u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	<u>X</u>	_____
Lifts or moves 0 to 10 pounds (sedentary)	_____	_____	_____	<u>X</u>
Lifts or moves 11 to 20 pounds (light)	_____	_____	_____	<u>X</u>
Lifts or moves 21 to 50 pounds (moderate)	_____	_____	_____	<u>X</u>
Lifts or moves 50 to 75 pounds (moderate heavy)	_____	_____	<u>X</u>	_____
Lifts or moves 76 to 100 pounds (heavy)	_____	<u>X</u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

_____ Absence of color blindness

X Corrected vision of...

_____ Uncorrected vision of...

As required by Illinois Secretary of State for Motor Vehicle Licensing

Enter specific vision requirement here

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

----- Amount of Time -----

Environmental Conditions

None Less than 1/3 1/3 to 2/3 More than 2/3

Customary indoor conditions	_____	_____	<u> X </u>	_____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u> X </u>	_____
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	_____	<u> X </u>	_____
Works near moving mechanical parts	_____	_____	_____	<u> X </u>
Works in high precarious places, underground, or confined spaces	_____	_____	_____	<u> X </u>
Flying debris or airborne particles	_____	_____	_____	<u> X </u>
Fire, smoke, fumes, gases, or noxious odors	_____	_____	_____	<u> X </u>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	_____	_____	_____	<u> X </u>
Risk of electrical shock	_____	_____	_____	<u> X </u>
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	_____	_____	_____	<u> X </u>
Extreme illumination	_____	_____	_____	<u> X </u>
Low noise level (Normal voice tones)	_____	_____	<u> X </u>	_____
Moderate noise level (Raised voice levels)	_____	_____	_____	<u> X </u>
High noise level (Shouting/ear protection may be needed)	_____	<u> X </u>	_____	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

 Department Director

Reviewed Approval:

 Human Resources Management Director

Approved:

 Village Manager

Effective Date: _____

Revision Date: _____