



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
SHOP ASSISTANT - PART-TIME - FLEET SERVICES

EFFECTIVE DATE: January 1, 2024

DEPARTMENT: Public Works	WORK LOCATION: Fleet Services Facility 2405 Pembroke Avenue	FLSA STATUS: Non-Exempt
CLASS CODE: 1075	RANGE: 8	PENSION: IMRF
REPORTS TO: Assigned immediate Supervisor	LEVEL OF SUPERVISION RECEIVED: Direct Supervision	UNION: NU
LICENSE/CERTIFICATES: Class D Illinois Driver's License		

SUMMARY:

Provides public services to the residents of Hoffman Estates by performing semi-skilled maintenance and repair work on a variety of vehicles and mechanical equipment. Assists with the pick-up and delivery of parts and shop cleaning. Assists in snow and ice operations, as needed.
 Responds to and interacts with residents, vendors, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Assists in performing routine service, maintenance, and repairs on vehicles, such as changing oil, oil filters, fuel filters, and lubrication of vehicles.	Daily 50%
2.	Repairs, mounts, balances, and installs tires.	Daily 40%
3.	Replaces lighting equipment, exhaust components, fan belts, and other parts on vehicles.	Daily 20%
4.	Travels to pick up parts at various vendors.	Weekly 50%

5.	Stocking of inventory.	Weekly 20%
6.	Cleans shop and Vehicle Maintenance Facility. Washes and cleans vehicles.	Weekly 20%
7.	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. 2. 3. 4. 5.	Keeps record of work performed. Participates in snow and ice response operations, as needed. Assists with annual physical parts inventory. Follows Village-wide and departmental safety rules and practices. Performs other duties, tasks, and responsibilities, as assigned.
<p>SUPERVISORY RESPONSIBILITIES: <i>(Select one – required)</i></p> <p><input checked="" type="checkbox"/> None required</p> <p><input type="checkbox"/> Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. <i>(List specific responsibilities below)</i></p>	

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...

<i>Enter degree or coursework here</i>
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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

Additional Experience (Select as appropriate)

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

<i>Enter number of years required here</i>
<i>Enter number of years required here</i>

Computer Skills (Select as appropriate)

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

<i>Enter specific application(s) here</i>

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 stand, sit or walk for extended periods of time.

Ability to understand and follow oral and written instruction.

Ability to communicate effectively verbally and in writing.

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

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

Working knowledge of basic auto mechanics and safety practice.

Proficiency in operating hand tools, tire machine, tire balance, jacks, lifts, mops, brooms, telephone, copy machine, calculator, desktop computers, smartphones, and writing utensils.

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	_____	_____	_____	X
Walks	_____	_____	X	_____
Sits	_____	_____	X	_____
Uses fingers in a repetitive motion	_____	_____	X	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	X
Reaches with hands and arms above shoulder	_____	_____	X	_____
Climbs or balances	_____	_____	X	_____
Twists or turns	_____	_____	X	_____
Stoops, kneels, crouches, bends, or crawls	_____	_____	X	_____
Pulls, pushes, or carries	_____	_____	_____	X
Talks or hears	_____	_____	_____	X
Tastes or smells	X	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	X	_____
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	X
Lifts or move 10 to 20 pounds (light)	_____	_____	_____	X
Lifts or move 20 to 50 pounds (moderate)	_____	_____	X	_____
Lifts or move 50 to 100 pounds (heavy)	_____	X	_____	_____

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, 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

Corrected vision of...

Uncorrected vision of...

As required by Illinois Secretary of State for Motor Vehicle Licensing

Enter specific vision requirement here

WORK ENVIRONMENT:

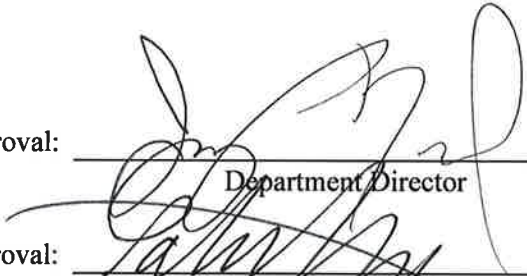
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.


(mark all 15 conditions)

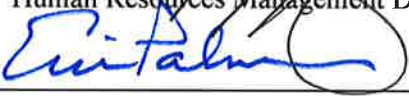
Environmental Conditions	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Flying debris or airborne particles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme illumination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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: _____

