



**Position: Parks Maintenance Worker II/Mechanic**

The Frankfort Park District is seeking a skilled individual for the Parks Maintenance Worker II/Mechanic position. This is a skilled position which requires technical knowledge, specialized skill set, and previous experience in fleet maintenance. This position performs preventative and routine maintenance on all district fleet and equipment. Work is performed under the general supervision of the Superintendent of Buildings and Grounds.

The starting pay rate is \$21.00 per hour, with the potential to earn up to \$28 per hour, based on qualifications, certifications, and experience. Employment is a full-time non-exempt position with benefits including Illinois Municipal Retirement Pension, Health Insurance and paid time off.

**Hours:** 7:00 am-3:30 pm Monday through Friday and some weekend shifts as needed.

**Summary**

The Fleet Mechanic is responsible for the maintenance and repair of automobiles, light and trucks, buses, tractors, mowers and other maintenance and grounds equipment.

The mechanic is responsible for performing the essential functions as outlined in this description. The mechanic is a full-time employee who works at a variable work pace, depending on the task required. The mechanic must be able to work independently.

The mechanical/repair work will only occupy 15-20 hours per week; this position requires additional duties and skills consistent with those required to maintain all parks and facilities throughout the Park District. This includes but is not limited to mowing, snow plowing, basic landscape maintenance, and basic facility maintenance and repairs. This is an at-will position. The Frankfort Park District is an equal opportunity employer.

**Essential Duties and Responsibilities**

- Performs preventive maintenance and vehicle safety checks through regularly scheduled tune-ups and oil changes.
- Examines vehicle and discusses with the user the nature and extent of damage or malfunction.
- Plans work, maintenance and repair procedures.
- Raises vehicle with a lift system to gain access to mechanical units bolted to underside of vehicle.
- Disassembles vehicles and other mechanical equipment and inspects parts for wear.

- Repairs or replaces parts such as generators, starters, pumps, axle and bearing assemblies.
- Replaces, relines and adjusts brake systems, shock absorbers and similar vehicle equipment.
- Replaces and adjusts headlights, installs and repairs accessories such as radios, heaters, mirrors and windshield wipers.
- Removes, fixes and replaces tires on vehicles.
- Inspect, diagnose and locate mechanical difficulties in automobiles, trucks and a variety of diesel and gasoline powered commercial mowing equipment, construction, field grooming, and landscape equipment.
- Performs safety related inspections and repairs on trucks, SUVs, tractors and equipment.
- Train operators on the safe and efficient use of equipment.
- Perform welding/fabricating tasks to repair truck, construction and mowing equipment.
- Perform road calls to either retrieve, or repair equipment in the field.
- Establish and maintain a positive working relationship with residents, customers, vendors ,community partners and co-workers.
- Assure the safe use of shop equipment including, but not limited, hand tools, power tools, welders, lifts, grinders, drill presses, saws, and torches.
- Maintain a proactive approach to safety and risk management. Report all accidents, incidents and unsafe conditions in a timely manner.
- Plans and organize various maintenance, repair, and oversees complex assignments through completion.
- Determines materials, supplies, cost estimates for fleet and equipment, and orders supplies and materials under the guidance of their supervisor.
- Uses and operates all shop equipment, hand/power tools, and other trades maintenance, and construction related tools and materials as required.
- Safely operates pick up and dump trucks, snow removal equipment, snow plows, tractors and mowers.
- Performs cooling system maintenance and repair.
- Replace exhaust systems.
- Performs hand-power mower maintenance and repair (to include snow blowers, chain saws, weed eaters, leaf blowers, and related equipment).
- Load, unloads, and operates trucks and/or equipment to transport maintenance supplies, materials, and equipment.
- May drive and operate equipment and tractors.
- Performs any additional related tasks as assigned or required.
- Occasionally train and work with seasonal staff.
- Demonstrate, support, and enforce Park District customer service standards.
- Participate in staff meetings and training sessions.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Assist in other sections of the department as assigned or required.



- This position may include weekend shifts and/or weekend coverage.

### **Safety and Risk Management**

- Maintains a working knowledge of all general agency and department-specific safety rules.
- Uses equipment or staff assistance when lifting and/or moving objects 50 pounds or heavier.
- Reports any work-related injuries to supervisor promptly.
- Attends required safety program and in-service education meetings.
- Corrects unsafe conditions and/or reports them to supervisor.

**Must be able to use personal protective equipment based on job specific tasks, which may include, but is not limited to, the following:**

Safety goggles/glasses, earplugs, ear covers, appropriate work boots, protective gloves, helmets and respirator.

### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Use good safety awareness, judgment, and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Planning/Organizing – Prioritize and plan work activities; and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Problem Solving – Identify and resolve problems in a timely manner; and develop alternative solutions.



- Oral Communication – Listen and get clarification; and respond well to questions.
- Technical Skills – Pursue training and development opportunities; strive to continuously build knowledge and skills; and share expertise with others.
- Organizational Support – Follow policies and procedures.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

- High school graduate, equivalent, or trade school with at least 5 years of practical experience working on automotives, truck, trailer and mower with a variety of repairs and maintenance.
- Valid driver's license required.
- Operating knowledge in computer/scan tools, a plus.
- Ability to select and safely use basic tools or instruments to diagnose and repair.
- Experience repairing small machinery, specifically mowers, weed eaters, other landscape equipment.
- Experience identifying and repairing mechanical problems with trucks and vehicles.
- Experience with managing materials inventory as repairs are completed.
- Works with supervisor regarding purchase of tools, parts, supplies and documenting repairs as needed.
- Knowledge of accident prevention and precautions applicable to maintenance operations.
- Practical knowledge and safe operation of mechanized equipment and tools in maintenance operations.
- Use and maintenance of protective clothing and equipment.
- Understand and follow both oral and written instructions.
- Maintain cooperative relationships with those contracted in the course of work.
- Ability and willingness to follow direction.
- Ability and willingness to work independently with little supervision and as a team member on a crew.

## **Language Skills**

Ability to read and comprehend simple instructions, short correspondences, and memos. Ability to write simple correspondence. Ability to present information in one-on-one and small-group situations effectively to customers, clients and other employees of the organization.



### **Mathematical Skills**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to solve problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of computer software; order processing systems and word processing software.

### **Certificates, Licenses, Registrations**

Automotive Service Excellence (ASE) Certification desirable.

### **Other Qualifications**

- Must be able to work beyond regularly scheduled hours when necessary. Occasionally weekends as needed.

### **Physical Demands**

The physical demands described here are representative of those the employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms. The employee is frequently required to walk and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 50 lbs.