

Village of Lake Villa

INVITES APPLICATIONS FOR THE POSITION OF:

Mechanic



Position Summary

Salary: \$34 - \$42 hourly

Opening Date: 1/13/2025

Closing: Until filled

The Village of Lake Villa is seeking qualified applications for the position of Mechanic within the Fleet Division of the Public Works Department. This recruitment is open to all qualified applicants.

Under general supervision of the Superintendent of Public Works, this position is a member of a work crew and performs skilled maintenance and repair work on the Village's vehicles, light/heavy duty trucks, off-road equipment, turf tractors, and various equipment. Incumbent also performs welding and fabricating as needed, and performs diagnostic testing on equipment and vehicles. Work is reviewed through conference and written reports for adherence to established policies and procedures. Performs other work for public works as requested or assigned.

Normal operating hours are 7:00 am to 3:30 pm, Monday through Friday. May be required to work if called in for an emergency repair. **In addition, this position is required to work snow and ice control and other emergencies multiple days in a row, including nights, weekends, and holidays.**

Duties and Responsibilities

- Management of the Village's fleet schedule for the purposes of budget and replacement planning.
- Receives and completes work orders and repairs vehicles and equipment as assigned.
- Records parts used, work completed and time spent on assignments.
- Diagnoses problems and performs repairs to simple and complex hydraulic systems in all Village equipment including but not limited to heavy/light duty equipment/vehicles, small engine equipment, generators, etc.
- Performs troubleshooting, maintenance, and repairs to vehicle air conditioning systems as required.
- Performs welding and fabricating on vehicles, equipment, and facilities as needed.
- Performs complex troubleshooting and repairs on a wide range of equipment.
- Diagnoses equipment and vehicle computer controlled systems with the use of a laptop computer or scanner.

- Performs preventative maintenance in accordance with the equipment manufacturer's recommendations.
- Repairs light and heavy, on-road and off-road equipment including 2 and 4-cycle engine equipment.
- Tests vehicles and equipment after repair(s)
- Responds to on/off-road service calls; performs repairs as necessary;
- Maintains inventory and records, orders parts for broken equipment, stocks parts and supplies.
- Assists in snow and ice control activities.
- Operates various heavy duty equipment for various tasks.
- Performs other related duties as required.

Requirements

Required Education, Training and Experience:

- Must be the age of 18 years or older.
- High school diploma, HSED or GED;
- Supplemented by three (3) years of experience in automotive, heavy equipment, or mechanical maintenance and repair work;
- Or, an equivalent combination of training and experience may be considered.

Additional Requirements

- Possess and maintain a Class B commercial driver's license (CDL).
- Ability to obtain a valid Class A commercial driver's license (CDL) with no restriction for air brake endorsement with a good driving record.
- Ability to pass a criminal background, motor vehicle record review including DOT testing records from previous employer(s) and a post-offer physical.
- ASE Certified is preferred.
- Must be able to provide own tools to complete required tasks and repairs of Village fleet.

Required Knowledge, Abilities and Skills:

- Knowledge of automotive gas, diesel mechanical, electronic, computer controlled systems, and electrical troubleshooting, repair and maintenance.
- Basic knowledge of fluid power theory, diagnosis and operation in mobile and stationary systems.
- Skilled in the use of shop tools and equipment.
- Knowledge and application of safe work practices.
- Ability to diagnose and perform routine and complex maintenance and repair on automobiles, trucks, emergency vehicles and heavy equipment.
- Ability to prepare and maintain accurate service records.

- Ability to develop and adhere to preventative maintenance schedule for fleet and equipment.
- Ability to keep and clean, organized, and safe work environment.
- Ability to communicate effectively, orally and in writing.
- Ability to work effectively and reasonably well with other employees and the general public.
- Ability to handle reasonably necessary stress.

Physical Requirements:

- Task involves the continuous operation of hand and power tools and the full range of shop equipment to very exacting tolerances, calling for full coordination of sensory and manipulative ability in order to achieve full production to acceptable standards.
- Task may involve occasional heavy lifting or moving, but the emphasis is placed upon the coordination and manipulation skills.

Method of Selection

Applicant's education, training, and experience will be analyzed. Written, oral and/or proficiency exams may be required to establish eligibility. Appointment to the position will be in accordance with Village employee handbook. The Village reserves the right to further evaluate only those applicants who best meet the needs of the Village.

Application

To apply, email your application and resume to HR@Lake-Villa.org. For additional information, please contact Jake Litz, Assistant to the Village Administrator at 847-356-6100.