

## PROSPECT HEIGHTS PARK DISTRICT MECHANIC

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### JOB TITLE: MECHANIC

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**JOB SUMMARY:** This individual is responsible for the repair of equipment and keeping records of parts and labor needed to maintain each piece of equipment. Also responsible for equipment preventive maintenance and placing orders for parts and supplies needed for equipment or service. The general automotive mechanic diagnoses and repairs various issues for a fleet of mowers, golf carts and cultivation equipment, automotive vehicles, including vans, heavy-duty trucks, 15 passengers' buses. This role requires extensive knowledge about the mechanical and electrical components of automobiles (brakes, steering systems, drive belts, transmissions, and engines) and the various tools used during the repair process (including lathes, wrenches, and computerized diagnostic programs). This position performs a range of duties and responsibilities that can differ from day to day. This is a full-time nonexempt hourly position working a minimum of 40 hours a week which may include working evenings, weekends, and holidays.

### **QUALIFICATIONS:**

#### Required

- A high school diploma or GED
- Three years' experience in the mechanics field required which includes light and heavy maintenance equipment and automotive apparatuses; maintaining reel-type mowers including equipment used to sharpen reel blades and bed knives; diesel and gasoline engines and repairs; arc, acetylene, and mig welding procedures; and use of automotive diagnostic equipment.
- Valid Illinois Class D driver's license, good driving record & knowledge of manual transmission
- CPR/AED Certification within 30 days of hire date
- Must be familiar with Microsoft Office Suite for email and record keeping.

#### Preferred

- Equipment Management Certificate program Level 1 preferred.
- Experience with golf courses and / or parks.

### **IMMEDIATE SUPERVISOR:**

The Mechanic will report directly to the Superintendent of Golf.

### **SUPERVISION EXERCISED:**

The Mechanic does not supervise staff.

### **DUTIES AND RESPONSIBILITIES**

- Assess machinery to accurately diagnose and repair issues.

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- Provide routine inspections and repairs of fleet of vehicles and equipment such as mowers, golf carts, etc.
- Perform a variety of tasks including routine oil changes, tire replacements, headlight or taillight repairs, battery, spark plugs and brake pad replacements, transmission repairs then running tests to ensure its safety.
- Responsible for purchasing and maintaining inventory of supplies and parts.
- Maintain an accurate log of all daily work performed.
- Maintain a preventive maintenance schedule for all vehicles and equipment (golf cars, trucks, mowers, buses, plows, etc.) and reports damage.
- Maintain and clean garage equipment and tools to ensure they are always kept in a safe and usable condition.
- May provide staff training on how to safely use equipment.
- Safely dispose/recycle used oil, solvents, hazardous material, and other waste products.
- Troubleshoot and diagnostic like mowers.
- Routine mower adjustments.

### **MARGINAL FUNCTIONS:**

- Attends staff and department meetings. Assists with other golf course projects.

**PSYCHOLOGICAL CONSIDERATIONS:** Must be able to work long hours during peak season. Must be able to frequently be exposed to chemicals, fumes or airborne particles.

### **PHYSIOLOGICAL CONSIDERATIONS:**

- May need to lay underneath vehicles or lift heavy tools and objects.
- Various degrees of lighting and temperature in various facilities
- Lift and move storage boxes and other supplies up to 75 lbs. up to 50 yards.
- Perform repetitive hand / arm movements.

**ENVIRONMENTAL CONSIDERATIONS:** Exposure to all weather conditions; Exposure to chemicals, insects, fumes.

**COGNITIVE AND SAFETY CONSIDERATIONS:** Ability to follow directions, problem solve and be flexible; good organizational skills; good safety awareness. The ability to resolve differences fairly and with good judgment with respect to confidentiality of information. The ability to read, write, and follow verbal and written directions.

### **COMPENSATION:**

This is a full-time position.

Salary Range 52,000-62,000

Benefits include participation in the IMRF Pension plan. Medical, Dental and Vision Insurance

Paid vacation and training seminars, golfing privileges

**Please Email resume to: [slee@phparks.org](mailto:slee@phparks.org)**