



Village of Woodridge



Administration Department • Five Plaza Drive • Woodridge, IL 60517-5014
(630) 852-7000 • TTY (630) 719-2497 • FAX (630) 719-0021

POSITION OPENING MECHANIC, PART-TIME

The Department of Public Works is seeking a candidate for this thirty (30) hour per week position. Under supervision, the mechanic is responsible for performing skilled and semi-skilled mechanical work maintaining the vehicles and mechanical equipment of the department. Additional tasks as well as overtime may be assigned when needed.

The Village's fleet includes police department squad cars and pursuit vehicles, light to heavy duty trucks, sport utility vehicles, along with specialty equipment such as aerial lift trucks, a crane arm truck, backhoe, end-loader, and sewer flush truck. The Village also has and maintains rolling stock, including walk-behind saws, hydraulic/gas/electric pumps, golf carts, chain saws and other small engine equipment.

Position Responsibilities

- Diagnose problems, correct malfunctions, perform routine preventative maintenance on all Village vehicles, gas and diesel, from various manufacturers including Ford, Chevy, International and others.
- Maintain records of work performed, parts and materials used, and time worked on each job.
- Must be able to drive and operate equipment for extended periods of time.
- Must be able to adapt to changing priorities and prioritize work.

Required Knowledge, Skills and Abilities

- High school diploma or GED equivalent with some specialized training in mechanics, maintenance management or a closely related field. ASE preferred.
- Must possess a valid Illinois driver's license at time of hire.
- Must hold or have the ability to obtain an Illinois CDL certification within six months of hire. *The Village will provide post hire training to obtain this certification.*
- Demonstrate a thorough knowledge of automotive mechanics, ability to follow effective preventive maintenance programs and skill in the operation of tools and equipment.
- Demonstrate effective verbal and written communication skills.
- Bi-lingual skills a plus.
- Demonstrate ability to effectively work on a day-to-day basis with employees, vendors and the public.
- Satisfactorily complete a medical physical, drug test and in-depth background assessment.

Benefit and Salary Information

The salary for this position is \$28.26 per hour. The Village offers participation in health, dental and life insurance and pension provided through Illinois Municipal Retirement Fund (IMRF). Pro-rated benefits including paid vacation, sick and holiday time are also offered for this position.

A completed employment application is required. The employment application and all accompanying documents should be sent to Human Resources, Village of Woodridge, 5 Plaza Drive, Woodridge, IL 60517 or emails to hr@vil.woodridge.il.us. An employment application can be downloaded from the Village's website at www.vil.woodridge.il.us. **This position is open until filled, however application review as well as interviews will begin immediately.**

Applicants with disabilities who will need accommodations in order to complete any portion(s) of the pre-employment application process should contact the Administration Department at 630-719-4705.

Posting Date: January 24, 2020