



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
MAINTENANCE III - FLEET SERVICES MECHANIC

EFFECTIVE DATE: December 1, 2024

DEPARTMENT: Public Works	WORK LOCATION: Fleet Services Facility		FLSA STATUS: Non-Exempt
CLASS CODE: 6625	RANGE: 16PW	PENSION: IMRF	UNION: Teamsters Local 700
REPORTS TO: Assigned immediate Supervisor	LEVEL OF SUPERVISION RECEIVED: Receives daily direction from Fleet Services Supervisor		LICENSE/CERTIFICATES: Class B CDL required upon three (3) months of employment with tanker endorsement and Automobile/ Light Truck, Medium/ Heavy Truck in preventive maintenance, inspection, and repair ASE certifications to be obtained within twelve (12) months of employment

SUMMARY:

Provides public services to the residents of Hoffman Estates by performing maintenance and repair work on the Village's fleet of automobiles, light and heavy duty trucks, construction and small equipment. Works within established operating procedures to perform mechanical diagnostic testing and repairs to return equipment to manufacturer's recommended specifications. Uses a wide variety of equipment and tools. Performs in-house upfitting and decommissioning of Village vehicles.

Participates in snow removal operations and in other assigned activities. Responds to and interacts with residents, employees, vendors, and others within and outside the organization in a courteous, professional and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Operates a variety of diagnostic instruments and a variety of hand, electric, and air-driven tools to test, service, and repair vehicles and other mechanical equipment. Inspects, adjusts, and replaces units and related parts to repair and maintain equipment and vehicles. Repairs brake, engine, electrical, fuel, hydraulic, transmission, ignition, air, exhaust, axle assemblies, and related systems. Changes and repairs tires and tubes.	Daily 75%
2.	Evaluates status of mechanical equipment and vehicles and performs the required work or schedules needed repairs.	Daily 80%
3.	May operate large and small trucks for system operations and for snow plowing/salting. Work may be performed outside of regular scheduled work hours.	Daily 30%
4.	Maintains records, prepares paperwork, and other specialized maintenance records of equipment and mechanical equipment servicing.	Daily 10%
5.	Cuts and welds metal and performs fabrication and minor body repair, touch up and related work.	Weekly 15%
6.	Purchases equipment, parts, and supplies used for vehicle and mechanical system maintenance.	Weekly 5%
7.	Provides emergency field assistance for disabled equipment.	Monthly 5%
8.	Evaluates and updates preventative maintenance programs for all vehicles and mechanical equipment either internally or through outside vendors.	Quarterly 10%
9.	Responds to call-outs on a 24-hour, 7-day basis according to assigned, rotating call-duty program for after hours and weekend emergencies.	Daily when on call
10.	Performs tasks and follows instructions in a manner that ensures personal safety and the safety of others.	Daily 100%
11.	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.	Assists in the development of shop procedures and budget data for the maintenance and repair of vehicles and mechanical systems.
2.	May serve as a member of various employee committees.
3	Assists in the preparation of bid specifications for vehicles and mechanical equipment.
4.	Assists with the disposal of surplus Village property.
5.	May enter records at a computer terminal.
6.	Assists other divisions/departments when required.
7.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: (*Select one – required*)

☒ **X** None required

☐ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. (***List specific responsibilities below***)

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...

Enter degree or coursework here

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

Auto and heavy truck mechanic experience with Automotive Service Excellence (ASE) certifications preferred.

Additional Experience (Select as appropriate)

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

Enter number of years required here

Enter number of years required here

Computer Skills (Select as appropriate)

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

Microsoft Office, CFA fleet management software

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 establish and maintain effective preventive maintenance programs, policies and procedures.

Ability to carry out assigned projects to completion.

Ability to respond to call-outs on a 24-hour, 7-day basis according to assignment.

Ability to communicate effectively verbally and in writing.

Ability to follow verbal and written instructions.

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

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

Proficiency in automotive mechanics.

Proficiency in gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators and welding.

Working knowledge of modern and complex principles and practices of vehicle and equipment maintenance and repair.

Working knowledge of hazards and safety precautions common to municipal maintenance and repair work.

Working knowledge of the practices, methods, materials and tools used in equipment maintenance and repair.

TOOLS AND EQUIPMENT USED:

Motorized vehicles for mechanical testing purposes, power and hand tools and equipment for vehicle and mechanical system work; mechanic's tools including jacks, hydraulic lifts, air tools, and other tools required for minor repairs and routine maintenance of motorized vehicles; electronic vehicle diagnostic equipment; computer, calculator, phone, mobile/portable radios and (employee provided) hand tools for repairs and routine maintenance of motorized vehicles.

Note: Employee must provide/use his/her own hand tools such as combination wrenches, socket sets, drivers, hammers, impacts, pullers, test lights, multi-meters, air tools.

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sits	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses fingers in a repetitive motion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uses hands to grasp, finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaches with hands and arms above shoulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Climbs or balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Twists or turns	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stoops, kneels, crouches, bends, or crawls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pulls, pushes, or carries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talks or hears	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tastes or smells	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operates a motor vehicle or heavy equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifts or moves 0 to 10 pounds (sedentary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifts or moves 11 to 20 pounds (light)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifts or moves 21 to 50 pounds (moderate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifts or moves 50 to 75 pounds (moderate heavy)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifts or moves 76 to 100 pounds (heavy)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 by the Board of Fire and Police Commissioners, 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 IL SOS to operate a motor vehicle

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

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: _____ Revi