



CITY OF HIGHLAND PARK
invites applications for the position of:

Public Safety Mechanic

An Equal Opportunity Employer

SALARY: \$30.80 - \$38.52 Hourly
\$64,064.00 - \$80,121.60 Annually

OPENING DATE: 03/20/19

CLOSING DATE: 04/19/19 12:00 PM

DESCRIPTION OF PRIMARY PURPOSE:

Primary Purpose:

Responsible for participation in a variety of skilled activities performed as part of a comprehensive police and fire vehicle and equipment preventive maintenance program. Maintains adequate supply of materials to facilitate rapid repairs of public safety vehicles and equipment.

Hiring Range: \$30.80 to \$38.52 per hour.

Full Range: \$30.82 to \$46.22 per hour.

Supervision Received:

Works under the General supervision of Fire Administration Coordinator.

Supervision Exercised:

Supervises the Auto Mechanic.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential Duties and Responsibilities:

- Knowledge of the principles of gasoline, diesel and hydraulic mechanics systems as applied to the maintenance and repair of firefighting vehicles and police vehicles, along with the knowledge of prevention maintenance inspection methods.
- Locates and examines mechanical defects in a wide variety of fire department vehicles and equipment, including motors of engines, trucks, squads, staff vehicles, trailers, boats, generators, small engine-powered equipment and firefighting equipment, including but not limited to: making mechanical repairs, disassembling, repairing or replacing parts, making adjustments to equipment for safe operation and fabrication of equipment mounting systems.
- Actively and regularly inspects equipment to achieve maximum cost efficiency and safety.
- Knows, contacts and makes recommendations for outside vendors to perform repairs on items that cannot be repaired in-house in a cost efficient manner. Major outside work contracts shall be approved by the Department Administrator affected or his/her designee prior to work being initiated. Confers with vendors on parts, supplies and equipment. Performs minor repairs and maintenance work to building's equipment.
- Assists in the recommendation and preparation of specifications for new vehicles and equipment.
- Prepares and maintains accurate records of vehicles and equipment and submits reports as required, in both paper format and on related computer programs.
- Procurement of equipment and parts. Storage, inventory and maintenance of parts and equipment. General involvement in the development and administration of fleet budget.
- Attends schools and classes on the technical advancement in automotive and diesel mechanics.
- Assists with pump and ladder testing and assures compliance to industry standards.

Marginal Functions:

- Shall be available for emergency recall should circumstances require his/her expertise or knowledge.
- Performs other related duties as requested.

EDUCATION AND EXPERIENCE:**Required Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

High School Diploma or equivalent.

Experience:

Previous experience as an automotive mechanic including work on various types of fire apparatus and equipment, as well as heavy equipment. At least 21 years of age at the time of employment.

Certification or License:

Valid Driver's License with the ability to possess a valid Commercial Driver's License (CDL), Class A or B, required (Illinois equivalent).

Minimum of six certificates as evidence of competence in related automotive and truck areas from Automotive Service Excellence (A.S.E.) or equivalent and ability to possess additional certifications as deemed necessary, including but not limited to: electrical & electrical systems, brakes (automotive and trucks), suspensions & steering, gasoline engines, diesel engines, manual drive train & axles, automatic transaxle, and heating, ventilation & air conditioning.

Possess or have the ability to possess certification upon hiring as an Emergency Vehicle Technician (E.V.T.).

Required Knowledge, Skills, and Proficiencies:

Ability to read, write and understand the English language so that comprehensive accurate reports and records can be forwarded to the administrative offices. Thorough knowledge of the types and uses of vehicles, motors and equipment used in fire and police services and the ability to diagnose the more common defects of motors, firefighting and police vehicles and equipment; to detect by inspection any worn or broken parts or incorrectly adjusted parts or assembly; ability and sufficient strength to perform long and arduous work under adverse conditions. Ability to operate computer equipment and electronic diagnostic equipment.

SUPPLEMENTAL INFORMATION:**Safety Functions:**

- Becomes familiar with and observes all applicable safety policies and procedures.
- Provides training on fire safety related issues identified during inspections to emergency response personnel.
- Maintains and uses appropriate Proper Personal Equipment.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents and near misses to supervisor immediately.
- Recommends improvements to safety practices.
- Adheres to all safety rules and established work practices.
- Follows proper lifting/material handling procedures at all times.
- Maintains appropriate physical fitness to perform essential job functions.

Work Environment:

The work environment typifies a vehicular garage repair setting with loud to very loud noise.

Hearing protection may be required at times. Most repair and maintenance work is performed in the Public Safety garage however some off-site and outdoor work may be necessary. Seasonal temperatures and weather conditions may vary from extremely hot, humid and dusty to extremely cold. The garage area is heated but not air conditioned. The position involves regular shift work necessary to provide service 5 days per week. Work shifts are typically 8 hours in duration but may be extended in the event of emergency, disaster, manpower shortage, workload or work in progress.

Bloodborne Pathogens:

The Public Safety Mechanic may be exposed to Bloodborne Pathogens in the course of maintenance and repair of fire apparatus, ambulances, and police vehicles.

Tools and Equipment Used:

Skill in the use of shop equipment including, but not limited to: hand, bench and machine tools, hydraulic lifts and equipment, wheel and tire repair apparatuses and electronic and computerized diagnostic equipment. Good knowledge of the practices, materials, tools and equipment used in maintaining and repairing fire and police department vehicles and equipment. Comfort in the use of a computer with Windows and Microsoft Office Suite. Knowledge of the basic principles and operation of various types of welding and metal fabrication equipment.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityhpil.com>

Job #2019-11
PUBLIC SAFETY MECHANIC
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OUR OFFICE IS LOCATED AT:
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