

VILLAGE OF
OAK BROOK
Illinois **Employment Opportunity**

POSTED: January 21, 2016

POSITION: Maintenance Worker - Mechanic

STARTING SALARY: \$50,000 – \$77,000 DOQ

APPLY BY: To apply please submit via email a resume, three professional references and an employment application to Kate Andris, Human Resource Generalist, at kandris@oak-brook.org. The position is open until filled with first review of resumes occurring on Friday, February 5th, 2016 Additional information about Oak Brook may be found online at: www.oak-brook.org.

JOB SUMMARY:

The Village is currently accepting applications for the position of a Maintenance Worker -Mechanic within the Public Works Department. This position reports to the Head Mechanic and will also take direction from Department Foreman as required. Responsibilities include performing routine maintenance of vehicles and equipment, maintenance of vehicle repair and inventory records. The position will also assist with the department fleet budget and assist other department divisions performing functions such as snow plowing and water main break repair if needed.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:

The position performs general maintenance and repair on light, medium and heavy duty vehicles. This involves regular repair and service of vehicle components such as engine, electrical, transmission, brakes, suspension, steering and other components as required. The successful candidate will work independently and be subject to call out on a 24 hour basis. A working understanding of automotive, equipment and facility repair is required. The position will also assist in snow plowing and snow removal in emergency situations as well as other duties as assigned. All functions of this position Must perform work in accordance with departmental and Village's safety policies and procedures.

MINIMUM QUALIFICATIONS:

Graduation from high school with diploma or equivalent and a minimum of three (3) years experience in automotive repair and preventative maintenance required. Experience with hand and power tools and possession of a valid Illinois Commercial Driver's License (CDL) class B and ASE certification in multiple disciplines or ability to obtain within 3 months is also required. The successful candidate will have knowledge of occupational hazards involved and safety precautions necessary in automotive repair work along with ability to repair vehicles and equipment under the direction of the Head Mechanic and Department Foreman. Additionally, the successful candidate will demonstrate professionalism, multi-tasking abilities, consistent attendance as well as a strong dedication to customer service.

SELECTION:

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.

Village of Oak Brook
Attention: Human Resource Generalist
kandris@oak-brook.org
1200 Oak Brook Rd.
Oak Brook, IL 60523
E.O.E.