



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Part-Time Mechanic's Helper
DATE: January 17, 2018
DEPARTMENT: Public Services
PAY GRADE: Starting wage is \$16.56/hour
FLSA STATUS: Non-Exempt; Up to 29 Hours Per Week

Position Purpose

This position will be responsible for performing a variety of general automotive repair tasks in the Public Services Department.

Supervision Exercised

None.

Essential Functions

- Have a basic working knowledge of automotive repair work.
- Assists the Village Mechanic with preventative maintenance activities such as oil changes, fluids, tune-ups, brake replacements, belt replacements, tire changes, steering, suspension and hydraulic repairs.
- Performs snow and ice removal from streets and sidewalks.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices. Reports all accidents and injuries according to Village safety policy and procedure.

Environmental Factors

The work environment generally includes the outdoors, operating a vehicle and working in a garage setting. The noise level is occasionally loud. The environment includes inclement weather conditions, working near moving mechanical parts, exposure to high levels of noise for an extended period of time, and exposure to chemicals, fumes or disagreeable odors.

Physical Requirements

Occasionally required to sit; use hands to touch, handle or feel; reach with hands and arms and talk and hear. Frequently required to stand, walk, lift, climb, stoop, kneel, crouch or crawl. May lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, depth and the ability to adjust focus.

Safety

- Becomes familiar with and observes all applicable safety and security policies/procedures.

- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

Position Requirements

- One to three years of relevant work experience in automotive maintenance.
- Candidates must possess and maintain a valid Illinois motor vehicle driver's license and it must be maintained during the course of employment with the Village.
- Must be available for emergency call-in duty on an overtime basis; this position is subject to 24-hour availability, 7 days per week, including weekends and holidays.

Benefits

This position participates in the Illinois Municipal Retirement Fund (IMRF). Paid time off is available after one year of consecutive employment.

Process

- The selection process includes an application process, interview process, drug screening and background check.
- Applicants may reapply if they are not hired for this specific position.
- The position is open until filled. The position is expected to be filled as soon as the interview process and background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: hr@villageofhinsdale.org. Visit www.villageofhinsdale.org/jobs for a job application. The Village is an EOE employer.