



Job Description

Job Title: Mechanic II
Location: Central Maintenance Shop
Reports To: Building and Mechanical Operations Manager
FLSA Status: Full-time/Non-exempt (Hourly)
Salary Range: \$27.00 - \$41.00 per hour (dependent on qualifications)

POSITION SUMMARY

Maintain and repair vehicles and equipment used throughout the Forest Preserves of Winnebago County (FPWC) to ensure satisfactory working order. Responsibilities include advanced troubleshooting, fabrication, and facilitating all levels of mechanical repairs. Also assists with ordering parts and maintaining organization and cleanliness of shop areas.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Fleet & Equipment Maintenance

- Ensure all fleet vehicles and equipment are maintained in compliance with IDOT, Federal DOT standards, and OEM specifications.
- Complete quality repairs and maintenance on equipment in a timely manner.
- Troubleshoot and perform diagnostic repairs using electronic test equipment.
- Maintain an appropriate set of personal job-related tools
- Safely operate and test equipment and vehicles prior to returning them to service.
- Weld and fabricate items as needed to support equipment maintenance and repair.

Parts & Inventory Management

- Maintain parts inventory and place orders with vendors as needed.
- Complete reports and work orders accurately and on time.
- Ensure all communications related to repairs and orders are answered promptly.

Shop Organization & Safety

- Keep shop facility and individual workspaces clean and organized on a regular basis.
- Maintain a working knowledge of and adhere to all risk-management and safety programs and procedures.

Operational Support & Recovery

- Recover, load, and transport vehicles and equipment for repairs as required.
- Work independently in an efficient, safe, and effective manner.

KNOWLEDGE, SKILLS and ABILITIES REQUIRED FOR THE JOB. Must have a professional working knowledge of auto and truck maintenance, including gasoline and diesel engine repair. Experience with vehicles, tractor, skid loader, and mower repair and maintenance is desired. Must have working knowledge of diagnostic and test equipment. Must have welding and fabrication skills. Must have excellent people and communication skills.

EDUCATION and/or EXPERIENCE. Associate's degree or two-year technical school certificate required, plus five (5) years of related experience and/or training, or equivalent combination of education and experience. Must possess a valid Illinois driver's license. CDL license desired, but not required.

LANGUAGE SKILLS. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before individuals and groups of customers or employees.

MATHEMATICAL SKILLS. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to identify and deal with problems involving several concrete variables in standardized situations.

MACHINES, TOOLS and EQUIPMENT. Ability to safely operate: wrenches, screwdrivers, hammers, pliers, sockets, pneumatic tools, floor and bottle jacks, torches, volt/amp/OHM meters, pressure gauges, drills, and other hand tools. Proficient with electronic diagnostic equipment, analyzers, and test equipment used in the industry. Ability to safely operate forklifts, hydraulic floor lifts, air compressors, and all equipment and vehicles being serviced.

PHYSICAL DEMANDS. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to walk, sit, climb or balance, talk or hear, and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to drive a vehicle.

WORK ENVIRONMENT. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, risk of electrical shock, and vibrations. The employee is frequently exposed to high, precarious places or small confined spaces; fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions, including heat, cold, wet, and slippery. The noise level in the work environment is usually loud.

FPWC will provide reasonable accommodations, in accordance with applicable law, to enable qualified individuals with disabilities to perform the essential functions of the position.

EQUAL OPPORTUNITY EMPLOYER. The Forest Preserves of Winnebago County is an Equal Opportunity Employer and is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. All employment decisions are made on the basis of qualifications, merit, and business need.

Employee Signature

Date