

POSITION: Part-Time/Seasonal Mechanic Assistant

Starting Salary: \$15.00 – 18.00 DOQ

JOB SUMMARY:

The Village of Oak Brook is currently accepting applications for the position of Part-Time/Seasonal Mechanic's Assistant with the Oak Brook Public Works Department. This position involves conducting general vehicle maintenance under the supervision of the department mechanic. The position will be required to perform routine maintenance on light and medium duty vehicles. They will also be required to perform general maintenance on department equipment and facilities.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO:

The position performs general maintenance of vehicles, equipment, supplies, and public works facilities as required. The successful candidate will demonstrate a working knowledge of automotive and hand power equipment. The successful candidate must work independently, operate specialized motor vehicles and equipment as well as assist other Public Works departments/divisions in their daily and emergency operations. The position will also assist in snow plowing and snow removal in emergency situations and activities 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:

Must be at least 18 years of age, be experienced with the use of hand and power tools, and possess a valid Class B Illinois Commercial Driver's License (CDL) or the ability to obtain one within 3 months of employment. 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 Public Works Staff. 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.

APPLY BY: To apply please submit via email an employment application to dmaciejewski@oak-brook.org or apply online at: <http://www.oak-brook.org/Jobs.aspx?UniqueId=94&From=All&CommunityJobs=False&JobID=PartTimeSeasonal-Mechanic-Assistant-56>

Position is open until filled. Additional information about Oak Brook may be found online at: www.oak-brook.org.

Village of Oak Brook
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E.O.E.

