

VILLAGE OF BLOOMINGDALE

POSITION DESCRIPTION

Name:		Department:	Public Works
Title:	Equipment Mechanic	Pay Grade:	9 FLSA: Non-Exempt
Date:	March 25, 2026	Reports To:	Streets & Equipment Maintenance Division Supervisor

PURPOSE OF POSITION

The purpose of this position is to diagnose, repair and maintain all Village vehicles and equipment and to order and maintain inventory of supplies and equipment. The work is performed under the direction of the Equipment Maintenance Supervisor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs preventive maintenance functions and repairs to vehicles and equipment: diagnose issues, analyze malfunctions, determine methods of repair, and inspect, repair, rebuild, and maintain a variety of Village equipment including but not limited to: cars, pick-up trucks, dump trucks, street sweeper, bucket trucks, backhoes, front end loaders, sewer jet trucks, skid steer loaders, snow plows, generators, and pumps.

Performs welding and fabrication functions; operates standard testing equipment; performs electrical installation and repair work.

Rebuilds hydraulic cylinders; makes and installs hydraulic hoses; performs some plumbing of hydraulic systems.

Records all repairs and maintenance; maintains files.

Orders and maintains inventory of parts, hardware, fuels, oils, filters and other supplies and materials.

Cleans, organizes and maintains shop and shop equipment.

Maintains availability on-call to respond to emergency situations.

ADDITIONAL FUNCTIONS

Assists with snow and ice removal.

Assists in gathering information for budget preparation.

Schedules vehicles and equipment for warranty/recall appointments.

Destroys weapons and other items for the Police Department per Court orders.
Performs other duties as assigned and required.

MINIMUM QUALIFICATIONS

High school diploma or GED equivalent with vocational training in Automotive and Equipment Mechanics

Three (3) years automotive, mechanical or small engine maintenance or successful completion of various specialized diagnostic and repair courses or equivalent combination of training and/or experience. which provides the requisite knowledge skills and abilities for this job.

A current valid Illinois driver 's license with a Class B CDL with a Tanker's endorsement (or capable of acquiring within six months).

Desired possession of a Refrigerant certification, relevant Automotive Service Excellence (ASE) certifications and /or Emergency Vehicle Technician certification (as issued or recognized by ASE and/or NFPA), or receipt of within twelve months of commencing employment .

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and reference data, statutes or guidelines and group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others.

Requires the ability to communicate orally and in writing with the Supervisor and all division personnel, other Village departments, vendors, equipment operators, and the public.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as service requests, invoices, reports, forms, tests, manuals, diagrams, procedures, guidelines and non-routine correspondence.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to operate equipment and machinery such as vehicles and equipment, repair and maintenance instruments, hand and power tools and testing equipment, requiring monitoring multiple conditions and making multiple, complex and rapid adjustments. Ability to repair complex equipment and machinery.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability:

Tasks involve the ability to exert moderate but not constant physical effort which involves some lifting, carrying, pushing, and pulling of objects weighing twenty to fifty pounds, and may occasionally involve objects and materials up to 125 pounds.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Factors:

Ability to work under conditions that require exposure to environmental factors such as temperature and noise extremes, toxic agents, chemicals, vibrations, dusts, machinery or electrical currents. This exposure may cause some discomfort and presents a risk of injury.

The Village of Bloomingdale, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.