

# Job Title: AUTOMOTIVE MECHANIC OPTION 2 (MEDIUM/HEAVY TRUCKS) - COOK COUNTY/FLEET OPERATIONS - IPR#46498

**Agency :** Department of Transportation

**Closing Date/Time:** 03/23/2023

**Salary:** \$4,746-\$6,328 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 1

**Plan/BU:** RC451

**This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.**

**All applicants who want to be considered for this position MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors** employee career portal.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

**\*This position is subject to a pre-employment physical examination and drug and alcohol testing and subject to random drug and alcohol testing after hired.**

**\*\*\*\*A CLASS "A" CDL WITH "N" OR "X" ENDORSEMENT IS REQUIRED FOR THIS JOB POSTING\*\*\*\***

Please attach a copy of your Class "A" CDL with "N" or "X" endorsement to the MY DOCUMENTS section of your application.

## **Agency Mission Statement**

The Illinois Department of Transportation is seeking to hire Automotive Mechanics.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## **Job Responsibilities**

40%

1. Performs mechanical repairs on vehicles assigned to field headquarters and also conducts repairs at the site of a disabled vehicle.
  - Repairs include oil changes, electrical repair and troubleshooting, radiator repair or replacement, brake inspection or replacement, tire repair or replacement, tune-ups, alternator replacement, water pump installation and any other repairs that may be required.
  - If necessary, may recommend to the immediate supervisor that other work be done by an outside garage.

30%

2. Performs regular inspection and maintenance of vehicles on an established schedule.
  - Utilizes diagnostic testing equipment to pinpoint problems.
  - Test drives vehicles/equipment repaired such as maintenance trucks, pavement marking equipment, roller, graders, arrow-boards, mowers, and snowplows, including those requiring a CDL Class A with appropriate endorsement.

15%

3. Maintains accurate and timely records of all maintenance repairs performed.

10%

4. Performs minor welding and fabrication:
  - Welds plows, plow frames, spreaders and other miscellaneous off-road equipment which is in immediate need of repair.
  - Bends, forms, and fabricates specialized equipment which may be needed.

5%

5. Performs all other duties as assigned which are reasonably related to the duties enumerated above.

## **Knowledge, Skills, and Abilities**

### **Minimum Qualifications**

1. Requires knowledge, skill, and mental development equivalent to completion of four (4) years of high school, or coursework in vehicle repair and maintenance, or completion of an approved training course.
2. Requires experience necessary to qualify as a skilled mechanic.

### **Preferred Qualifications**

1. Prefer extensive knowledge of mechanical hand tools and testing equipment.
2. Prefer ability to work well with others.
3. Prefer working knowledge of standard vehicle repair and maintenance practices and techniques, occupational hazards and applicable safety measures.
4. Prefer skill in the use of tools and the operation of the machines and equipment employed in motor repair and adjustment.
5. Prefer skill and ability to work from sketches, drawings, and blueprints as well as oral and written instructions.
6. Prefer ability to locate and adjust mechanical feedbacks in motors and equipment and make necessary repairs.
7. Prefer ability to weld and perform simple blacksmith operations.
8. Prefer ability to prepare work activity reports.
9. Prefer ability to perceive objects with sharpness.
10. Prefer ability to reside within a 45-minute travel time frame from the primary work location.

## **Conditions of Employment**

1. Successful completion of a background investigation
2. Requires a valid Commercial Driver's License Class A with "N" or "X" endorsement
3. Occasional statewide travel with occasional overnight stays to make equipment repairs at the job site.

## **Position Marketing Statement**

The Illinois Department of Transportation seeks to hire an Automotive Mechanic. Under the immediate supervision of the Operations Supervisor, the Automotive Mechanic maintains and repairs a fleet of vehicles at a field headquarters and ensures compliance with departmental safety rules.

**Work Hours:** 6:30 A.M. - 3:00 P.M. Monday-Friday

**Work Location:** 1480 Rodenburg Rd Roselle, IL 60172

**Office:** Office of Highways Project Implementation/Region 1/District 1/Maintenance

**Agency Contact:** [DOT.CONTACTHR@ILLINOIS.GOV](mailto:DOT.CONTACTHR@ILLINOIS.GOV)

**Job Family:** Transportation; Facility/Fleet Management

### **APPLICATION INSTRUCTIONS**

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](http://Illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](http://Illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)