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Job Opportunities Bulletin

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Career Opportunities > Park & Natural Resource

Job Title: Supervisor of Mechanical Maintenance**Closing Date:** 03/31/2008**Agency:** Northbrook Park District**Salary:** \$40,795-\$44,875**Posted Date:** 03/07/2008

Qualifications: Requires five years experience in vehicle and equipment maintenance and repair or a closely related field. Requires possession of a valid State of Illinois Class B Commercial Drivers License with air brake endorsement. Requires thorough knowledge of the maintenance and repair of vehicles and equipment used in landscape and golf course maintenance. Thorough knowledge of garage methods, shop practices and techniques, tools and machinery used in vehicle and equipment maintenance and repair. Requires thorough knowledge of all phases of construction. Requires thorough knowledge of occupational hazards and precautionary measures and enforces their use. Extensive knowledge of purchasing and bidding procedures. Working knowledge of budgetary preparation and implementation. Requires working knowledge of supervisory methods and techniques.

Duties: Performs skilled maintenance and repair of Park District vehicles and equipment. Establishes policies and procedures; supervises, trains and evaluates the performance of subordinate staff. Plans and directs the preventative maintenance program for Park District vehicles and equipment. Establishes and maintains records for Park District vehicles and equipment including such information as routine maintenance and major repairs. Assesses vehicle and equipment needs, estimates costs and prepares annual budget recommendations for mechanical repair activities. Writes specifications for new equipment, vehicles and facility improvements; reviews bids and recommends purchases; maintains parts and supply inventory and locates, orders and purchases parts as needed. Performs/Directs repairs and new construction of domestic water systems (drinking fountains, etc.) and storm and waste systems throughout the district. Inspects, performs/directs patching, sealing, striping and overlays of all asphalt parking lots and pathways. Schedules and develops specifications and budgets for all asphalt work. Performs electrical and hydraulic repairs. Prioritizes and assigns work to staff involved in the maintenance and repair of Park District vehicles, equipment and facilities. Also the ability to: coordinate and assign work for maximum utilization of equipment and manpower; instruct subordinate staff in service methods and techniques; determine the origin of malfunctions and take appropriate action; read and interpret equipment manuals pertaining to work assignments; perform skilled maintenance and repair of diverse equipment, facilities and equipment; have the skills in use, operation and care of the vehicles and equipment utilized in landscape maintenance; assist in establishing standards for equipment purchases; establish and instruct staff on safety standards and procedures. Prepare requisite records and reports and communicate effectively both orally and in writing.

Address: 545 Academy Drive**City, State
Zip:** Northbrook, IL 60062**Contact:** Phillip Yoder**Phone:** 847-291-2960**Contact Email:** pyoder@nbparks.org[Apply Online Now](#)