

DEPARTMENT OF ADMINISTRATIVE SERVICES
HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
FAX: 815/724-4039



150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 40-17
POSTED: 8/23/2017, 8:00 a.m.
EXPIRATION: 9/08/2017, 4:30 p.m., or until filled
TITLE: FLEET SERVICES TECHNICIAN (Position Code #2035) - 3 positions
SALARY: \$45,832 - \$86,433
DEPARTMENT: ADMINISTRATIVE SERVICES
DIVISION: FLEET SERVICES

**A COPY OF A VALID STATE OF ILLINOIS CDL
MUST BE PROVIDED WHEN SUBMITTING COMPLETED APPLICATION**

TASKS OR DUTIES: (ILLUSTRATIVE)

Makes routine repairs such as changing batteries, brake shoes, fan belts and radiator hoses;
Performs basic engine tune-ups under the guidance of an Automotive Mechanic;
Replaces clutch assemblies and related hydraulic components;
Greases cars, trucks and other equipment;
Repairs tires, adds water to radiators and batteries, and changes oil;
Washes and cleans cars, trucks, sweepers and other maintenance equipment;
Runs errands to supply houses and distributors, picking up parts and tools;
Tows stalled vehicles into garage and drives vehicles to inspection stations;
Assembles maintenance rigs such as snow plows and replaces brushes on sweepers;
Cleans and cares for tools and other equipment;
Sweeps floors, cleans benches and performs other routine garage functions;
Participates in a variety of other routine mechanical tasks;
Performs other related duties as required.

POSITION REQUIREMENTS:

Possession of a valid "CDL" motor vehicle operator's license issued by the State of Illinois;
Some knowledge of common procedures, techniques, materials and tools used in the servicing and repair of motor driven and mechanical equipment;
Good mechanical aptitude;
Interest in and willingness to learn the trade;
Ability to understand and follow oral and written instructions and to perform assignments with little supervision;
Skill in the operation and care of standard hand and power tools and assigned automotive equipment;
The physical skills necessary to perform the duties of the position;

Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER