



Town of Merrillville
7820 Broadway
Merrillville, Indiana 46410
(219) 769-5711 • Fax (219) 756-6170

Position: Mechanic
Department: Street Department
Status: Exempt, Full Time
Salary: Up to \$24.81/Hourly

GENERAL PURPOSE: The Mechanic performs maintenance and repairs to the Town's vehicle fleet, grounds, small engines, and other heavy equipment. The Mechanic reports directly to the Shop Foreman.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent.
- Street maintenance experience is required.
- Experience working for a municipal Street Department is preferred.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Must possess a valid driver's license.
- Must obtain CDL certification.
- Must have scheduling flexibility as this is not a set Monday through Friday position.

EMPLOYEE BENEFITS: The Town of Merrillville prides itself on being able to provide a variety of extra benefits to its employees.

- Excellent health, dental, and vision insurance plan - effective day one;
- Employer-paid life insurance policy, as well as short-term and long-term disability;
- Vacation, sick, and personal paid time off;
- Fifteen paid holidays;
- Longevity pay after 5 years of service;
- AFLAC;
- 457 Plan (Deferred Compensation) including a Roth option;
- Participates in the State of Indiana PERF program, which provides for a hybrid annuity and defined benefit pension.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform duties while adhering to Town of Merrillville's operational policies, safety rules, and procedures.

- Inspect, troubleshoot, adjust, replace, and repair necessary units and related parts. Related parts include engines, transmissions, cooling, exhaust, hydraulic and air brakes, chassis systems, and electrical and hydraulic systems.
- Operate shop-related equipment and machinery.
- Operate diagnostic instruments; hand, electric, and air-driven tools.
- Provide emergency field assistance and repairs to disabled equipment and vehicles.
- Cut and weld metal; fabricate parts, frames, and related items.
- Perform maintenance and repair work on a variety of hydraulic systems; replace and install hoses and trace electrical wiring.
- Analyze and inspect equipment and vehicles.
- Determine the most cost-effective maintenance or repair.
- Utilize manuals and guidelines recommended by the manufacturer.
- Research cost and purchase parts/supplies for repair and maintenance.
- Assist in budget development to provide adequate inventory.
- Maintain adequate parts inventory.
- Repair damaged hoses and parts.
- Install new equipment.
- Assist in snow removal when necessary.
- Ability to understand and follow written and oral directions.
- Must work cooperatively on a work crew, but also know how to work independently.
- Establish and maintain effective working relationships with other employees and the general public.
- Ability and willingness to respond to emergencies on a 24-hour basis and within one-half hour when on call.
- Other duties may be assigned as deemed necessary.

SPECIAL REQUIREMENTS:

- Must be able to pass a background check and a drug screening.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Must have dexterity of hands and fingers to operate a variety of specialized equipment.
- Properly climb a ladder and work from heights.
- Must be able to reach overhead, above the shoulder, and horizontally.
- Standing for extended periods of time.
- Bending at the waist.
- Lifting and carrying heavy objects – 50 lbs. minimum or lifting 25 lbs. overhead.
- Heavy physical labor.
- Carrying; pushing or pulling; kneeling or crouching.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

- Indoor and outdoor work environment; subject to seasonal, adverse weather conditions; noise from equipment operation; driving a vehicle to conduct work.
- Work areas may be in hazardous areas such as streets, rights-of-way, medians, heavy equipment, and potentially dangerous tools.
- Occasionally involves strenuous physical labor, physical dexterity, and mechanical aptitude.

WORK HAZARDS:

- Regular exposure to fumes, dust, odors, dirt, oil/grease, gases, and chemicals.
- Adverse weather conditions.
- Working around and with machinery that has moving parts.
- Working at difficult heights.
- Working in possible traffic hazards.

An Equal Opportunity Employer

The Town of Merrillville provides equal opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender, identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.