

POSITION: Part-Time Mechanic – Public Works Department

SALARY: Commencement depending on experience.

APPLY BY: downloading an application from our Village website: www.broadview-il.gov.

Position is open until filled. If you have any questions please contact LeTisa Jones, Village Administrator, ljones@broadview-il.gov

JOB SUMMARY: The Village of Broadview Public Works Department is seeking candidates for a part-time position in the Public Works Department.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO: Part-time position performs routine maintenance and repairs on all village fleet vehicles and equipment.

Work is performed under the direction of the Director of Public Works.

Duties will include but not limited to assisting with diagnose and repair automotive vehicles, perform routine vehicle tune-ups and maintenance, provide labor and time estimates for auto repairs and inspect, test vehicles for necessary adjustments.

The hours for this position are Monday – Friday 7:00 a.m. to 3:30 p.m.

SELECTION: Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen.