

Village of Lake Villa

JOB DESCRIPTION



MAINTENANCE WORKER I

Position Summary

This position is a member of a work crew performing semi-skilled and unskilled labor work within the Public Works function to repair and maintain Village streets, buildings, grounds, rights-of-ways, equipment and water and sewer facilities.

Under the direct supervision of the Superintendent of Public Works, work involves the construction, repair and maintenance of Village streets, water and sewer facilities, public buildings and grounds.

Job Content

The following major duties and related tasks have been identified as being essential to the proper and effective performance of the job. The Maintenance Worker I should expect to perform all of the following duties. While the following major duties have been identified, other duties may be assigned from time to time as determined by the Superintendent of Public Works.

Participate in the construction, maintenance, and repair of Village streets, rights-of-way, sidewalks, bike paths, parks and street signage.

Essential Tasks

1. Erect, repair, and maintain traffic signs, barriers, and traffic control markings; paint traffic control lines, crosswalks, parking stall lines, and the like on pavement; letter street markings and traffic signs, and straighten, repair or remove sign posts, and bolt or screw signs on posts or other supports.
2. Maintain roadsides and other Village grounds and parks; cut lawns, prune shrubs and trees, dispose of leaves and refuse, apply mulch, and sod, seed and weed lawns and planted beds; and remove trees or brush.
3. Repair and maintain Village streets, and parking lots; repair roadways and parking lots by filling cracks and holes with gravel or asphalt.
4. Inspect and repair parks equipment.

Participate in the maintenance, and repair of all Village water distribution, and wastewater treatment.

Essential Tasks

1. Perform water meter readings.

2. Perform labor work in support of all water and wastewater operations, including; maintenance and repair of wastewater pumping stations, well houses, water towers, water mains, fire hydrants, sanitary sewers and other water and wastewater equipment and facilities.

Participate in snow removal operations from Village roadways, parking lots and sidewalks.

Essential Tasks

1. Remove snow and ice from parking lots, streets, and other public areas and spread salt or other materials on pavement surfaces.
2. Shovel sidewalks around Village facilities and other locations.
3. Perform permanent and temporary repairs to damaged mailboxes.

Assist in the completion of various operational functions and tasks.

Essential Tasks

1. Perform a variety of semi-skilled and unskilled tasks including, but not limited to pavement patching, tree trimming, landscaping, painting, watering, sign maintenance, road kill and trash removal, graveling, ditching, hydrant flushing, facility housekeeping and other duties as assigned.
2. Complete various reports including daily performance activity report, vehicle checklists, call out reports, snow and ice control reports, and various other reports and forms as required.

Work Content

The position of Maintenance Worker I reports directly to the Superintendent of Public Works. The position is responsible for performing operational tasks of all public works related activities. The position is responsible for complying with all organizational policies, procedures and processes. The position consists primarily of predictable, routine tasks, but from time to time, unpredictable, non-routine tasks are required.

The individual in this position is expected to have effective written and verbal communication skills. The Maintenance Worker I is expected to use discretion and take initiative in dealing with a wide range of problems with direction and supervision from the Superintendent of Public Works. This position represents the Village when interacting with citizens, business owners, developers, contractors and other public officials.

The work is a combination of inside and outside work, but primarily outside work. The inside work consists of facility maintenance, facility inspections, and cleaning, with some exposure to

physical discomforts. The individual may be called outside at anytime when performing the job duties of the position where the individual will be exposed to physical discomforts associated with changes in weather such as rain, cold, snow, heat or discomforts associated with noise, dust, dirt and the like. Work frequently produces mental/visual fatigue associated with various duties and responsibilities. Work sometimes generates significant levels of stress and requires work under pressure. Equipment used in this position includes the use of vehicles and equipment that may include motor vehicles, dump trucks, bucket truck, sewer jetter, chipper, snow plows, skid steers, saws, air compressor, hand tools and other miscellaneous equipment.

As required, this position shall perform all labor tasks in conformance with Village safety and administrative policies, in order to repair, maintain or reconstruct a variety of Village roads, buildings, grounds and equipment. The position is subject to 24-hour callout and may be required to work weekends and holidays.

Work Requirements

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual walk, sit, stand, operate the equipment required for the position and perform the essential functions listed in this job description. The individual in this position must possess the minimum skills, knowledge and abilities required for the position.

Graduation from high school or GED equivalent and one year experience in public works, construction management or water and wastewater systems, or any equivalent combination of training and experience that provides the following minimum knowledge, skills and abilities:

- Knowledge of the principles and practices of public works.
- Knowledge of occupational hazards and safety precautions of work.
- Must possess a valid driver's license issued by the employee's state of residency.
- Must possess a Class B "CDL" vehicle driver's license with air brake endorsement within six (6) months of employment date.
- Ability to understand and follow instructions, both verbal and written.
- Ability to keep accurate records and perform basic math.
- Ability to apply basic computer skills.
- Ability to work in a team while performing semi skilled and unskilled work.
- Ability to lift a minimum of 80 pounds from the floor.
- Must possess a flagger safety certification within six (6) months of employment date.
- Must possess CPR, AED and first aid certification within six (6) months of employment date.