

Section 12-3.3. Maintenance Workers (Code Section 21.403)

Job Title	Maintenance Worker
Department	Public Works
Employment Status	Full time or part time
Exempt/Non-Exempt Status	Nonexempt

Scope of Work	
This position performs semiskilled and manual work in the performance of various public works construction and maintenance activities.	
Supervision	
Received	Superintendent of Public Works and/or Public Works Foreman
Exercised	May assign or direct the work of seasonal employees, without acting in a supervisory role.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. Nothing contained within this job description shall be deemed to create a vested contractual right for any employee nor to limit the power to modify this document.

- Serves on call 24 hours a day for emergencies due to weather, street maintenance issues or natural disasters.
- Maintains street and traffic control signs and signals.
- Performs building maintenance projects including remodeling and routine maintenance.
- Performs routine inspections and maintenance for street projects including patching and repairs to streets, curbs, sidewalks, inlets and drains.
- Performs site inspections and documents issues for MS4 compliance and enforcement.
- Performs regular inspections and maintenance of parks, boat launch and bike path system.
- Performs regular inspections and maintenance of all Village vehicles and equipment.
- Monitors work of Public Works seasonal employee(s); provides direction and instruction on a project basis; insures proper completion of projects and equipment usage.
- Operates machinery and equipment needed for street maintenance and snow and ice removal and control operations.
- Prepares reports and documentation for proper record keeping of inspections and other work.
- Follows safe work practices and abides by all safety rules and regulations in the performance of job duties.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent, and at least 5 years of experience in public works operations; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Methods, materials and equipment used in the design, construction, repair and maintenance of streets, parks, vehicles, equipment and municipal structures. • The use of tools, equipment and vehicles used in public works operations. • Operational hazards and the methods and practices used to avoid or minimize risks.
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Ability to	<ul style="list-style-type: none"> • Respond to call out emergencies on a 24-hour basis. • Safely operate equipment and machinery used in performing job functions. • Understand and carry out instructions. • Perform light to heavy physical tasks under varying weather conditions. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Proficient in	<ul style="list-style-type: none"> • Operating all types of tools, equipment and machinery. • Snow removal operations. • Operating heavy equipment such as skid steers, backhoes and end loaders.
Necessary Special Requirements	
<p>Possession of a valid Illinois Driver's License; ability to pass a criminal background check, physical, and drug screen.</p>	

Physical Demands
<p>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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <ul style="list-style-type: none"> • Work is performed mostly outdoors; hand-eye coordination is necessary to operate tools, vehicles and various types of construction equipment. • Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus. • While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. • The employee is frequently required to bend, climb, balance, stoop, kneel, crouch, or crawl. • The employee may frequently be exposed to adverse weather and other unpleasant conditions such as heat, cold, wetness and humidity; dim or bright lights, dust, odors, noise, vibrations and heavy machinery. • The employee may occasionally be exposed to toxic agents, smoke, electrical currents, violence and disease. • The employee must frequently lift and/or move in excess of 75 pounds.