

VILLAGE OF WEST DUNDEE

Position Description

Fund:	Fund 1 (17/18)	Department:	Public Works
Position Title:	Maintenance Worker I	Division:	Streets & Property Maint.
Revised:	August 23, 2017	Reports To:	Senior Crew Leader

PURPOSE OF POSITION

The purpose of this position is to perform a variety of semi-skilled work in the maintenance, repair, and construction of streets, parkways, water mains, sewers, and related public works and utility facilities. The work includes operation of motorized / heavy equipment and requires heavy physical labor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Operates dump trucks, utility tractors, mowers, small loaders, chipper, patcher, roller, and other equipment.

Drives dump truck with snow plow and spreader in performing snow and ice control duties.

Performs brush pickup and leaf pickup on a scheduled basis; performs maintenance and repair of Village facilities as requested or required.

Assists with street and parkway maintenance and repair tasks including removing asphalt, patching potholes and cracks, and parkway restoration.

Seals joints and cracks in pavement; assists with guard rail and snow fence installation.

Erects and dismantles barricades, sets up pumps, and collects and removes storm debris during emergencies or as needed.

Installs and maintains signs.

Responds to resident concerns regarding forestry and horticultural problems.

Assist with the repair, replacement, maintenance, and reconstruction of water mains, sewer lines, inlets, hydrants, valves, and related facilities; works in confined spaces; inspects work performed by contractors.

Assists with the installation, repair and maintenance of water and wastewater delivery systems, including mains; inspects, cleans, and assists with the reconstruction of wastewater collection systems, storm water sewers and manholes.

Assists with the installation, inspection, and repair of fire hydrants; assists with the installation, testing, and inspection of water main valves; assists with buffalo box repair.

Locates and marks Village utility assets, including water, sanitary and storm sewer infrastructure and street light electrical lines.

Reads water meters and remote accessory devices; maintains records of maintenance performed.

Performs various standard tasks using a wide variety of manual and powered equipment including, but not limited to; drills, power saws, shovels, rakes, wheel barrows, tampers, compressors, chippers, backhoes, loader, tractors; pouring and shoveling asphalt, concrete, gravel, hot and cold patch, sand, dirt, drive one of a variety of light to medium duty vehicles on a daily basis; receives training in the operation and care of vehicles and equipment.

May be called out at any time of the day or night to respond to emergencies or assist with snow removal as required.

Utilizes proper safety precautions related to all work performed and adheres to all departmental and Village safety policies.

ADDITIONAL TASKS AND RESPONSIBILITIES

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Turns water service on or off at the main in response to routine and emergency plumbing calls.

Assists with setup, teardown and staffing of Village sponsored events, including but not limited to festivals and parades.

Performs other duties as assigned.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

Ability to decide the time, place and sequence of operations and to ensure their execution.

Ability to communicate verbally and in writing with, co-workers, other Village staff, and immediate supervisor.

Mathematical Ability

Ability to calculate percentages, fractions and decimals.

Judgment and Situational Reasoning Ability

Knowledge of the materials, methods and techniques commonly used in utility, construction and maintenance operations.

Ability to work independently and to complete daily assignments according to work schedule, needing moderate supervision.

Ability to develop and exercise safe work habits to prevent injuries to themselves, and/or their fellow workers, and conserve material resources.

Physical Requirements

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.

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate tools and equipment, as well as equipment controls reached with hands and arms.

The employee must have the ability to coordinate eyes, hands, feet and limbs in performing movements required in operation of construction equipment including backhoes, skidsteers, loaders, power saws, small and large trucks, and assorted tools commonly used in municipal public works operations.

Employee must have sufficient visual ability to operate equipment and trucks during daylight and night hours to observe unsafe roadways, to read and write reports and correspondence. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must have the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks.

The employee is frequently required to talk, hear, and smell. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, bend, twist, crawl and crouch. The employee must have the ability to maintain physical condition appropriate to the performance of these duties and responsibilities. The employee must have the Ability to frequently lift and/or move up to 50lbs and occasionally lift and/or move up to 100lbs.

Environmental Adaptability

The employee must have the ability to operate and perform repair tasks for extended periods of time under adverse conditions. The employee must have the ability to perform work where environmental factors such as irate individuals, weather conditions, confined space entry and work in heights may cause discomfort. While performing the duties of this job, the employee may work in outside weather conditions including rain, snow, extreme heat and cold, wind, bright sun and other elements of nature. The employee occasionally works near moving parts and high-speed highway traffic and may be exposed to wet, slippery surfaces and humid conditions. The employee must have the ability to work safely with a variety of hazardous materials.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High school diploma or equivalent with general experience in municipal public works, construction, facility maintenance, utility operations or any combination of education and experience that provides equivalent knowledge, skills and abilities will be considered. Must possess or obtain within six (6) months of hire an Illinois Class 'B' Commercial Drivers License with air brakes endorsement.

This position is also subject to all Department of Transportation requirements for CDL licensing. This includes bi-annual medical examinations and random drug and alcohol testing.

The Village of West Dundee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date