

POSITION DESCRIPTION

UTILITY-MAINTENANCE

Division: Street
Location: Street Department Building

GENERAL PURPOSE

Entry level position in Street Department. Performs a variety of semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of municipal infrastructure, buildings, and lands.

SUPERVISION RECEIVED

Works under the close supervision of the Working Foreman.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, storm system maintenance and establishing grades, catch basin and line cleaning, laying and backfilling of storm sewer lines; performs street maintenance functions including but not limited to road patching, crack sealing, painting crosswalks, parking lots and street curbs, and cutting curbs. Performs and assists in vehicle maintenance and repair.

Performs seasonal public service functions including but not limited to grass mowing, Christmas tree pick-ups, leaf pick-up, offal clean-up, snow plowing, storm clean-up; placing banners, Christmas decorations and flags in the downtown area.

Is the primary employee assigned to repair and maintain all Village buildings and lands.

Performs park and public land maintenance tasks including but not limited to grass mowing, preparing ball fields for seasonal sports, leaf raking and leaf pick-up.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

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Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Performs all duties in conformance to appropriate safety and security standards.
Performs other tasks and duties as assigned.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

May be assigned to assist the Village Arborist in performing their duties

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Two (2) years of experience relating to construction, maintenance, or vehicle repair, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment.
- (C) Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to read, write and communicate effectively using the English language; Ability to establish and maintain effective working relationships with employees, other divisions and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State Driver's license
Commercial Drivers' License within 18 months of hire.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, bucket/utility truck, tractor, chipper, air compressors, pumps, heat lance, chain saw, chop saw, weed eater, lawn mower, automotive tools, jacks, chains/pulleys, welding torches, plasma cutters, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch, laser and transit.

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. 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 to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is required to stand and talk and hear. The employee is required to walk, sit, climb, balance, stoop, kneel, crouch, crawl and smell.

The employee must lift and/or move up to 50 pounds on a repetitive basis and 90 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 works in all outside weather conditions. The employee works near moving mechanical parts and is exposed to wet and/or humid, dry, hot, cold, snow and windy conditions and vibration. The employee may work in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, review of education and experience to determine Knowledge, Skills and Abilities; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position classification. It is not intended to be constructed as an exhaustive list of responsibilities, duties and/or skills required of personnel so classified. Employees are required to perform duties assigned by their supervisor.

Employee _____
Date _____

Supervisor _____
Date _____