

# Village of Downs Public Works Department

## Public Works Maintenance Worker

Reports To: Public Works Maintenance Supervisor and Village of Downs Streets Trustee

FLSA: Non-Exempt ("Hourly")

PAY SCALE: Hourly rate of \$15 - Market / hour depending on experience.

### **JOB SUMMARY:**

Employees in this position performs a variety of unskilled or semi-skilled work alone or as part of a crew, involving public works water, sewer or street maintenance, building and grounds maintenance, and custodial work. Employees are required to perform heavy physical labor in all types of outdoor weather using a variety of tools and equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties listed below 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. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
2. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, valves and fittings in the repair, maintenance and installation of services, mains, fire hydrants and related water systems infrastructure. Assists in repair of broken sections of water mains.
3. Maintains a variety of records relating to daily inspections and maintenance activity.
4. Determines the locations of water and storm drainage from the appropriate sources prior to excavation.
5. Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor and conducts repairs.
6. As assigned, contacts residents and business owners in area where services will be interrupted, explains when services will be shut off and how soon service will resume.
7. Ensures the proper maintenance of equipment with daily equipment and tool inspections and cleaning as necessary.

8. Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment and materials.
9. Operates light and medium-sized construction and power equipment.
10. Performs routine inspections and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor.
11. Reads Utility Meters.
12. Inspects meters and connections for defects, damage and unauthorized connection or use; reports findings to supervisor.
13. Assists in the maintenance and replacement of defective meters.
14. Responds to work orders for utility disconnections, reconnections, new orders, and other Public Works service requests as assigned.
15. Performs routine maintenance and custodial services for all city buildings.
16. Performs semi-skilled interior building maintenance such as painting, plumbing, carpentry, and other semi-skilled trade work as needed.
17. Performs all duties in conformance to appropriate safety and security standards.
18. Performs grounds maintenance and custodial duties at Village facilities and on Village Rights-of-Way.
19. Performs other duties as assigned.

Essential Duties and Responsibilities of all Village Employees:

1. Adheres to all applicable state and federal laws, ordinances, policies, procedures, rules and regulations.
2. Endeavors to continuously improve the services provided to the citizens of Downs.
3. Demonstrates work initiative and positive suggestions for improvement.
4. Performs other related duties and functions as directed, or which are readily apparent.
5. Demonstrates good interpersonal communication skills with citizens, co-workers, and supervisors.
6. Works as scheduled
7. Accepts and follows instruction, evaluation and correction.
8. Demonstrates interest and initiative in learning new techniques and procedures; attends scheduled training.
9. Helps other employees when needed or asked.
10. Assists in training new employees.
11. Carries assigned workload.
12. Wears acceptable and clean clothing/uniform.
13. Demonstrates acceptable personal hygiene and grooming.
14. Demonstrates appropriate decision making/problem solving ability.
15. Follows chain-of-command.

**EMPLOYMENT STANDARDS:**

Employees must be at least 18 years of age and must be legally able to accept work in the United States.

**Experience, Training and/or Education:**

*Any combination of experience, training, and education which provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the job will be considered.*

1. A High School diploma or state-issued GED is required. Post-secondary education or vocational training in work related fields is preferred.
2. Three years of experience in street maintenance, or grounds maintenance work is required. Experience in a local governmental public works department is preferred.

**Other Requirements:**

*Failure to: (1) obtain and maintain all required certifications and licenses as required; or (2) failure to successfully complete all required training; or (3) failure to meet other job requirements may result in discipline, up to and including termination of employment.*

1. Possession of a valid commercial (CDL) Illinois Driver's License is required at time of application.
2. Acceptable Motor Vehicle Record (MVR) must be maintained throughout employment.
3. Obtain State certification in flagging and directing traffic, typically within twelve (12) months of employment, and maintain certification throughout employment.
4. Pass a medical exam, and drug screening test if requested/selected at hiring or during employment.
5. Must be willing to respond to after-hours emergencies and to work overtime.

**SPECIAL REQUIREMENTS:**

- Class A Certified Water Operators License is preferred, but not required.

**TOOLS AND EQUIPMENT USED:**

While performing the duties of this job, the employee uses and operates a variety of safety equipment, hand tools, motorized equipment, motor vehicles, and chemicals, including:

Safety Equipment – Traffic safety vest, gloves, goggles, dust mask, safety shoes, hardhats, and rain gear.

Hand Tools – Common hand tools, manual hedge clippers, shovel, rake, hoe, pick, mattock, axe, broom, ladders, and tampers.

Motorized Equipment – Backhoe, frontend loader, bush hog, boom truck, tractor, bobcat, asphalt roller, tampers and cutters, chipper, chainsaw, riding and push power lawn mower, weed eater, gas hedge clippers, power saw, compressor, and motorized tamper.

Motor vehicles – Dump truck, pickup truck, street vacuum sweeper, and automobiles

Chemicals – Insecticide (including larvicide) and herbicides

### **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. Testing and/or evaluation of these requirements may be conducted as part of the selection process. 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:

- frequently required to stand
- frequently to walk over rough, uneven surfaces
- frequently required to talk (to convey information, ask questions, etc.)
- frequently required to hear ordinary conversations (such as questions from residents, back-up alarms on trucks, telephone-dispatched calls, and calls for help/of warning from a co-worker, etc.)
- frequently required to balance; push and/or pull; stoop, kneel, bend, crouch
- regularly required to use their hands to finger, handle, feel or operate objects, tools, or controls
- regularly reach with hands and arms
- frequently lift and/or move up to 50 pounds, and occasionally assists in lifting and/or moving up to 100 pounds.
- occasionally required to maintain sustained periods of strenuous physical exertion
- occasionally required to sit; climb ladders or steps
- occasionally required to crawl
- occasionally lifting of moderately heavy items utilizing proper body mechanics and techniques
- occasionally remain in uncomfortable physical positions
- occasionally work in confined spaces as narrow as thirty-six (36) inches in diameter

### **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:

- frequently works near moving mechanical parts
- is frequently exposed to wet and/or humid conditions
- is frequently exposed to operation of equipment which causes loud noise levels and high vibrations
- regularly works in all outside weather conditions involving moderate risks, discomfort, and unpleasantness
- is occasionally exposed to fumes or airborne particles,
- is occasionally exposed to insecticides
- is occasionally exposed to areas of low illumination and/or poor visibility
- occasionally works in high, precarious places
- is occasionally exposed to risk of electrical shock

The noise level in the work environment is usually moderately loud.

**SUPERVISION RECEIVED:**

The employee performs work independently and under the general supervision of the Public Works Maintenance Supervisor. Work is generally reviewed upon completion.

**EQUAL OPPORTUNITY EMPLOYER:**

The Village of Downs is an equal opportunity employer (EOE). In accordance with applicable Federal and State laws, the Village of Downs does not discriminate on the basis of race, color, religion, national origin, disability, age, gender or other legally protected status or classification, except where dictated by requirements of the job, or within the limits imposed by law.

It is the policy of the Village of Downs to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

**AMERICANS WITH DISABILITIES ACT (ADA):**

The Village of Downs, in compliance with the Federal law, will provide reasonable accommodations to qualified individuals with disabilities.

**REVISIONS & UPDATES:**

- Adopted – August 1, 2019