

Village of Tolono

JOB DESCRIPTION

Revised September 2016

THIS POSITION IS NOT CATEGORIZED AS A MUNICIPAL OFFICER.

Job Title: Public Works General Maintenance

Supervisor: Village President

Department: Public Works

FLSA Status: Non-Exempt

Job Types: Part Time Seasonal/Temporary;
Full Time (All are At-Will Employees)

Job Location: Tolono, Illinois

Initial Review Period: 6 Months

Grade Levels: Part Time - A
Full Time - D

Requirement of Residence: Must be a Village of Tolono resident within 6 months of hire date.
(Requirement waived for Part Time Seasonal/Temporary)

SUMMARY

Under executive direction of the Village President and the Public Works Superintendent, this position performs the operation, maintenance and care of infrastructure and owned facilities within the Village of Tolono. Work is performed with considerable independence and involves the application of tact, judgment, and discretion in coordinating and participating in the custodial, maintenance and repair activities; operates a variety of complex machinery and equipment used in maintenance and repair. Requires the ability to establish and maintain satisfactory working relationships with co-workers, other Village employees, and the general public.

SUPERVISORY RESPONSIBILITIES

This position may exercise supervisory responsibilities insofar as providing training in safe and efficient work methods to newly hired maintenance workers and ensure proper safety measures are taken on the job site.

PRIMARY DUTIES & RESPONSIBILITIES

Under executive direction, this position performs the operation, maintenance and care of infrastructure and owned facilities within the Village of Tolono. This position also performs daily custodial, maintenance and repair activities. Performs other duties as required or assigned which are reasonably within the scope of the duties listed below.

Streets & Alleys Duties

- Maintain and repair streets and alleys.
- Maintain roadways during/after hazardous weather of downed tree limbs, snow, ice, and standing water.
- Maintain and repair curbs and sidewalks.
- Perform ground maintenance on public landscaping and village property.
- Perform brush pick up, leaf collection and disposal.
- Install/maintain proper street signage and markings.
- Perform mosquito control duties.

- Maintain safety awareness of policies and regulations concerning assigned work including proper traffic control and protection, fall protection, lifting protection, and personal protective equipment.

Water & Sewer Duties

- Maintain and repair supply and distribution of the water system including water main breaks, hydrants, valves, b-boxes and storage tanks.
- Maintain and repair the sanitary and storm distribution system.
- Maintain and install/remove water meters and perform water disconnection/start-up service.
- Read water meters using automated system.
- Take monthly water samples for submission to Illinois EPA.
- Maintain safety awareness of policies and regulations concerning assigned work including trenching.

Equipment Maintenance Duties

- Maintain village equipment including vehicles, tractors, small power equipment, trailers and other mechanical equipment that does not require a service contract.
- Perform seasonal switch over of equipment attachments for leaf, snow and summer operation.
- Perform preventative maintenance to equipment on established schedules including oil changes, tire rotation, oil and filter changes and other routine repairs.
- Maintain safety awareness of policies and regulations concerning assigned work including proper tool safety, use of equipment lifts, and use of personal protective equipment.

Ability to operate equipment and machinery in a safe and efficient manner including but not limited to dump trucks, plow trucks, loaders, backhoes, post installers, mowers, skid steers, hand and power tools.

KNOWLEDGE, SKILLS & ABILITIES

Execute tact and understanding when listening to the general public's concerns. Ability to anticipate their needs and effectively bring closure to a situation with thorough information and action in a timely manner;

Demonstrate effective skills in oral and written communication. Ability to establish and maintain effective working relationships with supervisor, co-workers, village officials, consultants, contractors, and the general public. Ability to interpret oral or written instructions;

Ability to perform addition, subtraction, multiplication and division; basic math skills needed to use survey and other measuring and layout tools related to public works construction;

Ability to apply principles of influence, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems;

Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is measurable or verifiable

Considerable knowledge of construction language, procedures, techniques, and materials used in public works functions and services (Limited knowledge of civil engineering procedures and practices as applied to public works would be beneficial.);

Considerable knowledge of the occupational hazards and safety precautions involved with the operation, maintenance, and care of infrastructure. Ability to follow village rules, regulations, and procedures;

Knowledge of and skill in preventative maintenance of machines, engines, plumbing, electricity, carpentry, welding, heating and air conditioning, use of blue prints, wiring diagrams, schematics, and repair/replacement of finished materials, overall building maintenance, cost estimation of remodeling projects, and grounds maintenance;

Ability to review work of contractors and recognize defects in materials and performance to specification. Ability to relate plans and specifications to actual field conditions;

Takes actions that demonstrate consideration for the needs of others and the effect of one's behavior on others. Demonstrates ongoing commitment to values of the village and serves as a role model to others in the organization.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/EXPERIENCE

High school diploma or general education degree (GED), a minimum of 5 years of increasingly responsible experience in various public works maintenance and repair activities, minimum of 2 years of experience as a foreman in public works construction or experience as a general contractor, and operation knowledge of heavy duty trucks and tractors.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a current and valid Illinois driver's license and a current and valid Illinois commercial driver's license (CDL); safe driving record; proof of insurability; and comply with all IDOT mandated drug/alcohol testing.

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. While performing the duties of this job, the employee is frequently required to stand; walk; run; use hands to finger, handle, or feel; reach with hands and arms; push/pull; climb or balance; bend; twist; kneel; crouch; crawl; talk or hear; and adjust to confined space. The employee is occasionally required to sit while performing specific tasks related to the completion of a job. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. Ability to lift heavy equipment up to but not limited to 125 pounds; carry loads up to but not limited to 100 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud.

NOTE: Formal application, rating of education and experience, oral interview and reference check, job related tests may be required. Duties listed are intended only as examples 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.

Reasonable accommodations, if necessary, will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, visual acuity and hearing in a manner that does not pose a direct threat to the health and safety of the employee or others in the workplace nor cause the Village of Tolono undue expense or hardship.

This 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.