

# VILLAGE OF WINTHROP HARBOR

## DEPARTMENT OF PUBLIC WORKS

### JOB DESCRIPTION

#### MAINTENANCE/UTILITY WORKER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

#### PRIMARY PURPOSE

Performs a variety of maintenance, repairs, services, and installations on all Village owned infrastructure\* and properties.

\*Infrastructure defined: the basic facilities, services, and installations needed for the functioning of a community, such as roadway systems, water distribution systems, storm lines, sanitary sewer mains, ravines, ponds and other related systems

#### SUPERVISION RECEIVED

Works under the direct supervision of the Superintendent of Public Works

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ability to detect needed repairs and to make necessary adjustments.
- Ability to understand and carry out oral and written instructions and to work independently in the performance of regular working duties.
- Ability to establish and maintain effective working relationships with co-workers and general public.
- Skill in the operation of construction equipment and trucks.
- Ability to maintain and repair water mains, water meters, fire hydrants and valves
- Ability to construct forms and pour concrete curbs, gutters and sidewalks
- Ability to perform street repair in rolling and laying asphalt
- Ability to maintain, replace and install street, parking and traffic signs
- Ability to maintain and repair sanitary and storm sewers, manholes and inlets
- Ability to perform diagnostic functions; i.e. dye testing and sewer televising
- Performs material hauling
- Ability to be on rotating roster for after hour call outs
- Must be available and on call for snow and ice events during the winter months
- All other duties assigned by supervisor

#### QUALIFICATIONS

##### Knowledge of:

- Operational characteristics, services and activities of public works programs.
- Construction involving streets, drainage systems, sanitary sewers and water mains
- Principles and procedures of facility maintenance.
- Principles and procedures of fleet maintenance.

## **QUALIFICATIONS CONTINUED**

### **Ability to:**

- Identify and respond to community issues, concerns and needs
- Communicate clearly and concisely, both orally and in writing.
- Follow all safety rules and regulations of the department to which assigned.
- Complete assignments in the most efficient manner possible

## **EXPERIENCE AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

- Proof of satisfactory past work-related experience in the Public Works or Construction Trades. Three (3) years of prior municipal (or similar) work experience preferred.

### **License**

- Possession of an appropriate, valid Illinois Class B Commercial Drivers Licenses with air brake endorsement.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

The work environment is varied with loud to very loud noise and hearing protection may be required. Most repair and maintenance work is performed in the outside and seasonal temperatures and weather conditions may vary from extremely hot, humid and dusty to extremely cold and wet.

- 90% field work environment; may work in inclement weather conditions.
- 10% office environment

### **Tools and Equipment Used:**

The position requires the knowledge, skill and ability to operate the following equipment: Equipment used includes, but is not limited to: 5 Yard Dump Truck with plow and salt spreader, 1 Ton Dump Truck with plow and salt spreader, Front End Loader, Back Hoe, skid steer with various attachments, etc. Additionally other equipment used are personal computer (with Microsoft Office products) copier, scanner, telephone, cell phone, and portable radio.

### **Physical Demands:**

Work will entail lifting equipment and materials for maintenance and repair; performing maintenance work in awkward spaces; wearing appropriate safety gear; lifting, bending twisting, climbing ladders, etc., associated with parts and equipment that can frequently weigh up to 60 pounds; repairing Village infrastructure under all weather conditions.

Manual labor can be anticipated throughout the working year. In order to perform job functions, employee must be able to bend, reach, squat, jump, climb and twist and

possess no physical limitations (eyesight and hearing correction permitted).