



Village of Round Lake Job Description

Effective Date: October 2018

Job Title: Maintenance Worker II
Department: Public Works
Union: Union
Reports to: Superintendent of Public Works
FLSA Status: Non-Exempt
Compensation Grade: Local 150 Collective Bargaining Wage Rates

I. GENERAL STATEMENT OF DUTIES:

This position, under the general supervision of the Public Works Superintendent, performs a variety of maintenance tasks related to the preservation and upkeep of Village streets, sanitary sewers, lift stations, storms sewers, water system, buildings, garages, public property and other duties directly or indirectly related to providing service to the community. Performs all duties in accordance with the Village safety code and established safe work practices.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Operates maintenance trucks, pavement marking equipment, tractors, mowing machines, snow plows, salt spreaders, compressors, jack hammers, generators and other maintenance equipment; washes, greases and assist in maintenance and servicing of equipment, including minor repairs and preventive maintenance.
- Repairs, replaces and patches concrete, bituminous and other road surfaces. Spread's salt, sand; plow and removes snow.
- Cuts grass, weeds and brush; repairs and cleans culverts.
- Repairs water main and appurtenances, replacement of piping, excavating by hand or machine and assists in the repairs of damaged property by leveling earth and replanting grass, bushes and trees.
- Operates power and hand tools in repair work, such as wrenches, pipe threader, power saws, rotary hammer, drills tapping machine and related equipment.
- Performs rough and finished carpentry.
- Operate sewer rodding equipment and perform manhole cleaning. Repairs sanitary sewers, drains, storm sewers, ditches, and other drainage facilities.
- Performs other related work as required.

III. ADDITIONAL TASKS AND RESPONSIBILITIES:

- Follow all safety regulations, policies and procedures. Report all unsafe conditions and acts to supervisor.
- Participate in emergency response efforts as necessary.
- Perform other duties as assigned or required which are reasonable within the scope of duties.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities
- Knowledge of work rules and safety regulations
- Ability to safely operate, maintain, clean, and perform minor maintenance of various equipment as well as specialized machinery and tools used in water maintenance and repair, street maintenance, sanitary/storm sewer maintenance
- Ability to work independently or as a team and maintain effective working relationships with other employees, other departments and the public

I. QUALIFICATIONS:

- Associate's degree or specialized technical training in related fields
- One (1) to three (3) years in municipal public works maintenance
- Valid Class B commercial driver's license (CDL) with air brake and tanker endorsement or ability to achieve within six months
- Any equivalent combination of education and experience that provides the required knowledge, skill, and abilities will be considered

II. 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 frequently required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; and occasionally required to stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

III. WORKING CONDITIONS:

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 regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions, extreme heat, extreme cold, and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

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.

The Village of Round Lake 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.

Department Head Signature

Date

Employee Signature

Date