

JOB DESCRIPTION
WORKER I – PUBLIC WORKS DEPARTMENT

DESCRIPTION:

Under the supervision of the Public Works Superintendent, the employee performs a variety of semi-skilled and skilled maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Village water, sewer, street, and storm drainage facilities and systems, including maintaining Village vehicles and mechanical equipment of various departments.

JOB DUTIES:

Performs seasonal job duties such as picking up leaves, brush and composting materials, plowing snow, salting streets and sidewalks, repairing frozen and broken water lines, storm sewer lines, sanitary sewer lines, sweeping streets and mowing road ditches.

Performs required labor involved in construction and maintenance projects as part of a crew, including concrete work, pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, storm sewer mains, sanitary sewer mains, pipe, gates and fittings on repair of mains and services and installation of services, installation and repair of fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.

Inspects and/or repairs water distribution systems, drainage systems and sewer systems at frequent intervals to ensure that all aspects of the systems are functioning properly.

Maintains records, prepares reports and other specialized records of vehicles, mechanical equipment and various inspections.

Determines the locations of water and sewer lines from the appropriate sources prior to excavation.

Responds to customer complaints in a friendly and professional manner regarding water leaks, storm sewer problems, sanitary sewer problems, pressure loss or no water, evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Plans, carries out and evaluates preventive maintenance schedules for all vehicles and mechanical equipment, either personally or through outside vendors.

With Supervisor approval, purchases, orders and picks up equipment, parts and supplies used for vehicle and mechanical system maintenance.

Performs routine inspection and ensures the proper preventative maintenance and cleaning of equipment, vehicles and tools by cleaning and checking equipment and tools after use; refers defects or needed repairs to supervisor.

Conducts various analyses and inspections of vehicles and mechanical systems to determine the most cost-effective means of maintenance, repair or replacement.

Develops shop procedures and budget data for the maintenance and repair of vehicle and mechanical systems.

Provides emergency field assistance to disabled equipment as needed and appropriate.

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

Performs all duties in conformance to appropriate safety and security standards.

Operates a variety of power construction and maintenance equipment used in the water, sewer, and street department.

Performs general building maintenance and housekeeping of all work areas.

Performs related duties as assigned and provides assistance to other departments as assigned.

EDUCATION AND EXPERIENCE REQUIRED:

Valid driver's license and CDL License or the ability to obtain one.

Employee is required to be on call and work overtime.

TOOLS, EQUIPMENT AND MACHINERY USED:

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, mower, back hoe, trencher, chipper, leaf truck, fork lift, tamper, plate compactor, saws/chainsaws, pumps, compressors, sanders, generators, common hand tools, electric tools, power tools, air tools, hydraulic tools, shovels, wrenches, detection devices, mobile radio, and phone, mechanics tools, including jacks and hydraulic lifts, vehicle diagnostic equipment, snow plows, street sweepers, calculator and personal computer.

Employee may be required to operate or use other vehicles and equipment that are not listed above, depending on experience level.

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, talk and hear.

The employee is frequently required to walk; sit; climb or balance; stoop; kneel, crouch, crawl; and smell. The employee is occasionally required to work on his/her backside, knees or any other position to accomplish the task at hand.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. The employee may also be required to lift objects overhead, work with hazardous materials and enter into enclosed areas.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust to 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 regularly works outside in severe weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

The employee may be required to perform work off of the ground in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, as well as working with other various hazardous materials. The employee may work in areas where there is a risk of electrical shock.

The employee may be required to enter manholes, enclosed spaces, and trenches.

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

DESIREABLE TRAITS:

Interest and accuracy expected when performing job duties.

Ability to be courteous to people.

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