



Village of Beach Park

11270 W. Wadsworth Rd. • Beach Park, IL. 60099 • (847) 746-1770 • Fax (847) 746-1797 • EMail: <http://www.villageofbeachpark.com>

VILLAGE OF BEACH PARK JOB DESCRIPTION

Job Title: Maintenance Worker

Exempt: No

Salary Range: DOQ

Reports To: Public Works Supervisor of Streets and or Utilities

Department: Public Works

Date: January 2018

Division: Streets or Utilities

JOB SUMMARY

The job duties of the Maintenance Worker include but are not limited to perform a variety of semi-skilled labor and tasks in the maintenance and repair of public facilities including the primary areas of Village utilities, parks, streets, right of ways and assist when needed in the operation and repair of water, storm water and sanitary sewer systems as well as activities and functions as may be requested by the Supervisor. Provide responsive, courteous, and efficient service to Village residents and the general public. Employees may be required to participate in an on-call rotation on weekends, holidays or outside normal workday hours; and/or called out for emergencies.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Maintenance Worker might be asked to perform. This job description is to incorporate any municipal ordinances created for the position of Maintenance Worker. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned:

Essential Functions:

- Perform street/parkway/roadside maintenance including tree removal and maintenance, removal of stump cuttings and stumps, backfilling, repairing and seeding disturbed parkway and public areas, branch pick-up, removal, replacement and repair of sidewalks, repair and maintenance of roadways and public paths, mowing of roadside vegetation.
- Maintain Village Parks - clean bathrooms and empty trash daily, maintain parks in a

clean and usable state and perform weekly and monthly checks on any playground and park equipment and facilities and perform repairs as necessary and requested/required

- Clean the ponds of debris daily, at the Parks, and at detention ponds on a weekly basis.
- Perform pavement maintenance and repair, such as saw cutting, pavement breaking, removal, and disposal, placing, finishing and using concrete, milling/grinding bituminous pavement, laying, luting, raking and compacting bituminous mixtures and pothole patching.
- Operate trucks and construction equipment of various sizes and weights, including trucks, trailers, snow plow, backhoe, skidsteer or equivalent, pay loader, tractor, jetter/inductor truck, chain saw, computers, cameras and various motorized or energized equipment, attachments, and hand operated tools
- Hand dig and backfill trenches
- Install, inspect, maintain and repair sanitary sewers, storm sewers, catch basins, manholes, vaults, pressure regulators, gate valves, other control devices, water mains and services, lift stations and equipment and auxiliary equipment
- Make and/or install traffic control and street signage; layout and apply pavement markings
- Restore culverts after completing sewer line repairs.
- Perform routine mowing tasks and trim areas to proper maintenance standards
- Remove debris from roads whether it be trees from storms, garbage or dead animals.
- Perform snow and ice control operations throughout the Village and operate equipment necessary for snow and ice removal.
- Perform minor maintenance – carpentry, painting, basic electric & plumbing, etc.
- Perform mechanical repairs on Village fleet vehicles and equipment as requested and within the maintenance workers capabilities
- Perform labor and maintenance support to other Public Works and or Village operations as assigned.

QUALIFICATION REQUIREMENTS: Maintenance Worker

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE:

- Graduation from high school diploma or GED equivalent.
- Experience in construction, maintenance or related field, or equivalent training and experience.
- Knowledge of general public works labor activities, proper and safe construction, maintenance and repair methods, and safe driving skills
- Possession of or ability to obtain certification in the use of a respirator and self-contained breathing apparatus
- Minimal experience in general mechanical and janitorial experience.
- Ability to read maps, blue prints and take measurements

- A valid CDL class A or B Illinois motor vehicle operator's license with air brake endorsement.
- FEMA NIMS training and certifications as required

SKILLS AND ABILITIES

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations.
- Ability to comprehend, retain and apply Village, State, and Federal policies and legislation, i.e. Village ordinances, procedure manuals, etc.
- Understand and follow Illinois OSHA standards.
- Core Competencies of accountability and integrity, collaboration, service, courtesy and kindness, innovation, and safety
- Preferred bilingual (Spanish)

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and software related to equipment maintenance.
- Ability to operate a variety of vehicles, equipment, power tools and hand tools.
- Operate snow removal equipment and machinery.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to communicate effectively with other members of the team, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to interpret and implement Village policies and procedures; written instructions, general correspondence; Federal, State, Village, and local regulations; MSDS sheets, safety manuals; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgement and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 100 pounds frequently), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works in outside weather conditions (as well as inside activities)
- In precarious or confined spaces and surroundings, various heights and also in close proximity to vehicular traffic, trenches and below ground situations.
- Must be willing to work in malodorous, nauseating and dangerous work conditions
- Responds to after hour call-backs; prepares for and confronts emergency conditions as necessary to maintain efficient and effective Village services.