

Village of Fox Lake
MAINTENANCE WORKER
Job Description

DEPARTMENT: Street Department

REPORTS TO: Street Department Supervisor

POSITION SUMMARY:

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of small equipment in the construction, repair, maintenance, and replacement of street and storm drainage systems.

ESSENTIAL JOB FUNCTIONS:

- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights along with loading, hauling, and unloading of various equipment and sand, gravel, dirt, etc.
- Drives trucks and equipment during snow plowing and snow removal.
- Performs inspections and preventative maintenance on assigned equipment and reports defects to supervisor.
- Performs duties in conformance to appropriate safety standards.
- Performs labor in construction and maintenance projects involving pavement repair, ditch digging, roadside mowing, and moving and maintenance of parks.
- Operates a variety of power and maintenance equipment.

SKILLS SUMMARY:

Must possess good general knowledge of the methods and machinery used in Village maintenance. Must have experience in a number of disciplines such as carpentry, plumbing, welding, cement, electricity, basic vehicle maintenance. Must demonstrate solid driving skills, to include the ability to perform snowplowing assignments.

SKILLS (Most Important):

- 1.) Some knowledge of equipment, materials, and methods used in maintenance of streets and parks.
- 2.) Ability to operate a variety of vehicles and equipment.
- 3.) Ability to follow written and oral instructions.
- 4.) Ability to learn new skills.

SPECIAL REQUIREMENTS:

- Valid CDL license
- Submit to a drug and/or alcohol test.
- Available 24 hours – 7 day a week for snow plowing, snow removal or storm damage.

CONTACT WITH PUBLIC:

Varies with assignment, but is usually in a highly visible work activity (i.e. Plowing snow, performing street maintenance, etc.)

SUPERVISION RECEIVED:

Varies with assignment, but usually works with independently after receiving task.

DECISION MAKING:

After receiving task, worker is expected to make reasonable on-the-job practical decisions.

EQUIPMENT:

- All Street Department equipment, tools including saws, pumps, compactors, compressors, generators, and common hand and power tools.
- Motorized vehicles related to Village streets, buildings and property.

PHYSICAL REQUIREMENTS:

- Must be able to lift 100 pounds and operate heavy machinery in day and night conditions.
- Must be able to twist, bend, turn and stretch repeatedly.
- Must possess manual dexterity to operate all hand tools safely.
- Must be able to perform heavy manual tasks for extended periods of time.

EDUCATION:

- High school diploma or equivalent.

SUPERVISION OF OTHERS:

- No direct reports, but may be assigned as a leader on any given project.