

Seasonal Maintenance Worker

Department: Public Works	Work Location: 452 Park Ave.	Date of last revision: March 2018
Reports to: Lead Maintenance Worker	Supervises: None	Licenses/Certificates: Illinois Driver's License
FLSA Status: Non-Exempt	Pay: Starting: \$10.00/hour	Hours per week: 40

NATURE OF WORK

The Seasonal Maintenance Worker is responsible for semi-skilled maintenance and repair work of Village infrastructure. Work involves the maintenance and repair of parkways, building maintenance and a variety of other tasks as needed. Specific work assignments are provided on a daily basis and may be rotated as needed. Work is performed under direct supervision of a lead maintenance worker.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

- Operating a variety of non-vehicular manual and powered equipment including weed eaters, brush chippers and related equipment.
- Maintains and repairs the exteriors and interiors of public buildings and facilities, paints, changes lights.
- Assist with setting up Village ran special events including the Dancin' in the Street concert series, Wednesday nights in June and July.
- Assists with maintenance and installation of ditches, culverts and manholes.
- Performs heavy physical labor loading and unloading trucks and attaching and detaching accessories to equipment such as plows and spreaders.
- Landscapes and maintains parkways and planted areas.
- May be called in after hours to assist in emergencies.
- Complies with Village policies, protocols and procedures.
- Ensures that equipment is used safely and in accordance with standard operating procedures.
- Maintains and uses appropriate personal protective equipment.
- Provides effective and efficient customer services.

REQUIREMENTS OF WORK

- Some experience performing maintenance, restoration, or repair work preferred; or any equivalent combination of training and experience which provides the needed knowledge.

- Knowledge of common hand tools, materials, and standard equipment used in maintenance, repair, and construction work.
- Some knowledge of the practices, methods, and materials used in maintenance, repair, and construction of public streets, buildings, and related systems.
- Some knowledge of the safety precautions and hazards of the work.
- Ability to perform manual labor for extended periods.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with others.
- Ability to learn to operate a variety of equipment and maintenance tools.
- Ability to perform work in a safe manner, follow safe work procedures, and take necessary safety precautions.
- Skill in the use of hand and power tools and other equipment related to the work.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois Driver's License.

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.

- Regular use of hands and fingers to handle, reach or operate objects, tools, or controls.
- Stand, kneel, talk, listen, sit, climb, balance, kneel, crouch or crawl for extended periods of time.
- Lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

