

Public Works Maintenance Worker

Immediate Supervisor: Public Works Superintendent and Foreman
Department/Division: Public Works
Classified: Hourly, Non-Exempt
Revised Date: January 2024

JOB SUMMARY:

This position is responsible for performing manual labor and to operate a wide variety of vehicles, equipment, and tools as required to assist in the repair and maintenance of Public Works items, including streets, right-of-ways, underground water and sewer infrastructure, snow removal, and emergency events. Work is performed under the supervision of the Public Works Superintendent with direction from the Public Works Foreman.

GENERAL DUTIES AND RESPONSIBILITIES:

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. To perform this job successfully, an individual must be able to demonstrate competence and satisfactory performance of these duties. Other duties may be required and assigned.

1. Maintains and repairs streets and roads including evaluation, blacktop patching, pavement marking, sweeping, concrete curb/flatwork, and debris removal.
2. Performs snow removal and ice control by plowing, salting, anti-icing, and hauling snow from public streets and parking lots.
3. Maintains and repairs storm water and sanitary sewer mains and related facilities.
4. Undertakes preventive maintenance activities to reduce system backups and flooding; cleans catch basins and flushes mains at regularly scheduled intervals.
5. Performs installation of water meters, transmitters, and other calls for service to the water distribution system of residences and businesses.
6. Perform routine maintenance on public buildings and properties.
7. Performs tree trimming and tree removal operations, including chipping, stump grinding and restoration.
8. Perform landscaping tasks to include reseeded/re-sodding damaged grass areas.
9. Maintains and repairs City Street lighting and streetscape infrastructure.
10. Repairs and replaces regulatory, street, and way finding signs including signs designating City building and other facilities.
11. Performs inspections, preventative maintenance, and minor repairs on tools, vehicles, and equipment.
12. Guides and monitors seasonal workers while in the field.
13. Required to be part of the on-call rotation and work scheduled and unscheduled overtime on weekends and holidays.
14. Required to respond to after-hours emergencies which include, but not limited to, emergencies affecting streets requiring closure, water main breaks, service leaks, water and sewer system alarms, sanitary sewer collection system backups, or snow plowing.
15. Perform all work functions in an efficient manner while maintaining the highest quality service possible, and while following the proper procedures for workplace safety.
16. Perform any other related duties that are not listed here that may be required for this position, or as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma/equivalent
- Minimum of two (2) years' responsible work experience in public works, landscaping, construction or related field; or any combination and experience that provides equivalent knowledge, skills, and abilities.
- A valid Illinois Class B commercial driver's license with air brake and tanker endorsements with an acceptable driving record for eligibility of City coverage. If this requirement is not met upon hire, the Class B CDL with appropriate endorsements must be obtained within the designated time period.
- This position is subject to pre-employment as well as random drug/alcohol testing.

REQUIRED JOB COMPETENCIES:

General knowledge of the tools, materials, equipment and manual tasks used in the installation, replacement, maintenance and repair of streets; general knowledge of street repair; general knowledge of mechanical repair and maintenance; general knowledge in the use of common hand and power tools; general knowledge of the occupational hazards of the work and of necessary safety precautions; general knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment; proficient at pulling and backing up large trailers in confined areas; ability to effectively operate various pieces of construction equipment including 5-yard dump trucks, wheel loaders, skid steer loaders, backhoes, and tractors with various attachments; ability to perform manual labor for extended periods, often under unfavorable weather conditions; ability to establish and maintain effective working relationships with supervisors and associates.

PHYSICAL and OTHER ABILITIES REQUIRED:

The physical demands herein 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 these essential job functions.

Work is performed outdoors (75%) and indoors (25%). Work is performed under all types of weather and temperature conditions, exposure to hazardous traffic conditions, vibration equipment, loud environments, and may require the ability to walk on various types of slippery and uneven surfaces. The position must meet the following physical standards:

1. Sit/stand at a table or desk.
2. Stand and walk for up to 12 hours.
3. Bend, crouch, and stoop.
4. Intermittently sit, stand, walk, and bend.
5. Lift and/or maneuver objects weighing up to 75 pounds.
6. Must be able to operate and use hand tools, motorized vehicles, and equipment.
7. Climb ladders, walk, and stand for extended periods of time on uneven terrain.
8. Enter vehicles of varying heights.
9. Must be able to enter and work in confined spaces.
10. Significant time spent outdoors on worksites in various activities.