



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
SUMMER SEASONAL**

EFFECTIVE DATE: 2/15/2017

DEPARTMENT: Public Works	WORK LOCATION: Public Works Center		FLSA STATUS: Non-Exempt
CLASS CODE: 1925	RANGE: 3	PENSION: None	UNION: N/A
REPORTS TO: Appropriate Supervisor	LEVEL OF SUPERVISION RECEIVED: Varies depending on crew assigned to Maintenance I and II's		LICENSE/CERTIFICATES: None

SUMMARY:

Provides general assistance to various maintenance crews during the summer months. Responds to and interacts with residents, employees and/or others within and outside the organization in a courteous, professional and effective manner. Participates in various operations both inside and outside of normal shift hours.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Participates in turf maintenance operations at Village maintained sites, streets, and cul-de-sacs including weed removal, string line trimming, debris pickup, etc.	Daily 100%
2.	Assists Forestry Crew with related activities including tree trimming & tree removal, branch chipping, stump removal, site resoration and watering.	Daily 100%
3.	Assists Traffic Operations crews with related activities, including sign fabrication, sign posting, pothole patching, street repairs and barricade maintenance.	Daily 100%
4.	Performs vehicle and equipment maintenance, including washing, waxing, vacuuming, cleaning and lubricating.	Daily 100%

5.	Performs miscellaneous tasks and assignments, including floor sweeping, window cleaning and site maintenance activities. Performs water meter readings, water meter installations, internal mail pickups and deliveries, July4th celebration related assignments and site debris cleanup.	Daily 50% (as needed)
6.	Performs miscellaneous tasks and assignments, including painting, blacktop sealing, fence staining as well as minor repairs to lift stations and pump stations.	Daily 100%
7.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Performs other duties, tasks, and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. *(List specific responsibilities below)*

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D)

Degree or coursework should be in...

<i>Enter degree or coursework here</i>
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Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- Experience in supervisory capacity...
- Experience in management capacity...
- Must meet the requirements as set by the Fire & Police Commission

<i>Enter number of years required here</i>
<i>Enter number of years required here</i>

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

<i>Enter specific application(s) here</i>

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

Foreign language skills Ability to speak and/or read, write and comprehend...

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

Ability to operate any/all of the following: Handsaw, pole saw, pruners, shovel, miscellaneous hand tools, ladders, pick, utility knife, brooms, brushes, painting equipment, etc.

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 with or without reasonable accommodations.

<i>(mark all 17 activities)</i>	<u>Physical Activity</u>	----- Amount of Time -----			
		None	Less than 1/3	1/3 to 2/3	More than 2/3
	Stands	_____	_____	_____	<u> X </u>
	Walks	_____	_____	_____	<u> X </u>
	Sits	_____	<u> X </u>	_____	_____
	Uses fingers in a repetitive motion	_____	_____	_____	<u> X </u>
	Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u> X </u>
	Reaches with hands and arms above shoulder	_____	_____	<u> X </u>	_____
	Climbs or balances	_____	_____	<u> X </u>	_____
	Twists or turns	_____	<u> X </u>	_____	_____
	Stoops, kneels, crouches, bends, or crawls	_____	_____	<u> X </u>	_____
	Pulls, pushes, or carries	_____	_____	<u> X </u>	_____
	Talks or hears	_____	_____	_____	<u> X </u>
	Tastes or smells	_____	<u> X </u>	_____	_____
	Operates a motor vehicle or heavy equipment	_____	_____	<u> X </u>	_____
	Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<u> X </u>	_____
	Lifts or move 10 to 20 pounds (light)	_____	_____	<u> X </u>	_____
	Lifts or move 20 to 50 pounds (moderate)	_____	_____	<u> X </u>	_____
	Lifts or move 50 to 100 pounds (heavy)	_____	<u> X </u>	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands *(select if applicable)*

_____ Absence of color blindness

 X Corrected vision of...

_____ Uncorrected vision of...

As required by Illinois Secretary of State for operation of a motor vehicle

Enter specific vision requirement here

WORK ENVIRONMENT:

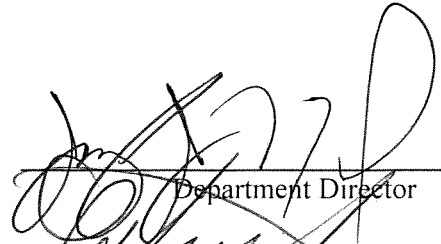
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

<i>(mark all 15 conditions)</i> <u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	_____	<u> X </u>	_____	_____
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	_____	_____	_____	<u> X </u>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	_____	<u> X </u>	_____	_____
Works near moving mechanical parts	_____	_____	_____	<u> X </u>
Works in high precarious places, underground, or confined spaces	_____	<u> X </u>	_____	_____
Flying debris or airborne particles	_____	_____	<u> X </u>	_____
Fire, smoke, fumes, gases, or noxious odors	_____	<u> X </u>	_____	_____
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<u> X </u>	_____	_____	_____
Risk of electrical shock	_____	<u> X </u>	_____	_____
Works with explosives or risk of radiation	<u> X </u>	_____	_____	_____
Vibration	_____	_____	<u> X </u>	_____
Extreme illumination	_____	<u> X </u>	_____	_____
Low noise level (Normal voice tones)	_____	_____	<u> X </u>	_____
Moderate noise level (Raised voice levels)	_____	_____	<u> X </u>	_____
High noise level (Shouting/ear protection may be needed)	_____	_____	<u> X </u>	_____

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

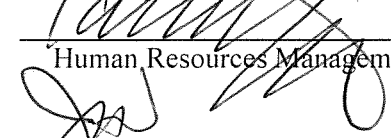
This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:




Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager

Effective Date: _____

Revision Date: _____