



# VILLAGE OF HOFFMAN ESTATES JOB DESCRIPTION

## MAINTENANCE II FAST DIVISION

*EFFECTIVE DATE: 08/18/2017*

<b>DEPARTMENT:</b> Public Works	<b>WORK LOCATION:</b> Public Works Center		<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS CODE:</b> 6425	<b>RANGE:</b> 14PW	<b>PENSION:</b> IMRF	<b>UNION:</b> Teamsters Local 700
<b>REPORTS TO:</b> Assigned immediate Supervisor	<b>LEVEL OF SUPERVISION RECEIVED:</b> Receives daily general direction from immediate Supervisor		<b>LICENSE/CERTIFICATES:</b> Class B CDL required upon three (3) months of employment & Class A CDL with tanker endorsement to be obtained within six (6) months of employment, if needed to meet department needs.

**SUMMARY:**

Provides public services to the residents of Hoffman Estates by performing skilled, semi-skilled and unskilled tasks in the routine repair and maintenance of the Village street system, parkways, rights of way and related infrastructure. Assumes responsibilities, assists others and other divisions in activities as assigned. Assumes principal team worker responsibilities. Uses a wide variety of equipment and tools. Participates in snow removal operations. Participates in other assigned activities. Responds to and interacts with residents, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Assumes lead worker responsibilities and serves as a source of technical information to supervisors, other staff and other departments; serves as a role model to and for co-workers. Completes reports, activity reports and equipment utilization records in an effective and timely manner. Remains attentive to Public Works related problems observed while driving in the Village or at work site and brings problems to the attention of a supervisor.	Daily 80%
2.	May be assigned to oversee programs not limited to storm sewer maintenance, roadway signs, asphalt patching, salt dome & conveyor maintenance, mailbox repair, sidewalk inspections, delinquent water shut offs, street lights, ROW cleaning. Organizes and coordinates related crews for assignments. Completes associated paperwork. Works with and oversees contractors.	Daily 20%
3.	Repairs, replaces, cuts and patches concrete, , bituminous concrete and other street surfaces; repairs or builds and keeps open, culverts, storm sewers, gutters and other drainage facilities; fills in shoulder ruts with cold and hot patch, dirt or gravel. Trims trees, chips branches, picks up litter/trash and whips weeds for program maintenance or emergency/hazard maintenance. Fabricates various woodworking projects, carpentry work, cleans repairs street signs; digs post holes and sets or pulls posts; repairs guard fences; installs safety devices. Operates large and small trucks and efficiently operates large equipment, including an asphalt roller, various cutting hand and walk behind pavement saws, skid steer, backhoe loader, and front end loader type equipment.	Daily 50%
4.	Operates large and small trucks for system operations and for snow plowing/salting. Work may be performed outside of normally scheduled work hours.	Daily 30%
5.	Participates in a program of preventative maintenance and repair of all hand and power tools, specialized equipment and vehicles used to perform assignments; Checks proper fluid levels, lubrication, lights, air pressure, etc. to ensure safe operations of equipment used.	Daily 10%
6.	Participates in the Department's ongoing and training programs. Maintains in working order and or reports deficiencies on team related work zone traffic control devices.	Daily 10%
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%
8.	Demonstrates excellent customer service skills and acts as a representative of the Village of Hoffman Estates when interacting with residents, contractors, Village employees, vendors and the general public during the course of work activities	Daily 10%

JOB NO.	OTHER RELATED DUTIES
1.	Maintain maintenance and operation records and completes reports as required.
2.	Knowledge of basic mechanical principles and operating a variety of medium to heavy duty equipment.
3.	Transports equipment to various job sites.
4.	Provides back-up to related positions.
5.	Operates computer, tablet or smartphone as required for program oversight and data entry.
6.	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...

**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

**Computer Skills (Select as appropriate)**

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

**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)**

- Fluency in a Foreign language is:
- a plus
- Preferred
- Required

Ability to speak and/or read, write and comprehend...

<b>Enter language here</b>
----------------------------

**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 supervise a small work group.

Ability to effectively deal with problems which arise during the completion of assigned tasks as well as emergency situations.

Ability to establish successful working relationships with other employees, supervisors and other departments.

Ability to determine and interpret work procedures for other employees, assigning specific duties to them, evaluating work performance and promoting efficiency and organizational values.

Ability to respond to emergency call-outs on a 24 hour, 7-day basis, except when on approved leave established on a rotating basis for emergency work which occurs after normal working hours including weekends.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively verbally and in writing.

Ability to work safely.

Ability to keep accurate records.

Ability to read, write and comprehend the English language.

Displays working knowledge of proper construction methods.

Ability to perform physically strenuous assignments ranging from simple to demanding and complex. Move, remove and replace heavy objects, use heavy tools and/or equipment, weighing up to 100 lbs., such as inlet and manhole covers, sacks of cement, gravel, broken asphalt and concrete, etc.

Working knowledge of pick-up truck, small and large dump trucks, various salting equipment, asphalt rollers, large and small loading and digging equipment, trailers, backhoe and front-end loader, tow chain, hand roller, hand held cut off saws, large walk behind saws, air hose and nozzle, funnel, water cooler, grease gun, fuel cans, chainsaws, blowers, pole saw, cut-off saw, table saw, plate compactor, hand pruners and saws, lute, mall, drill, ropes, tree climbing equipment, ratchet straps, water tank, sprayers, basic mechanics tool box tools, wheelbarrow, shovels, pitch fork, rakes, picks, sledgehammers, warning flags, safety cones, warning signs, brooms, asphalt hammer, confined space equipment, respiratory protection equipment, telephone, maps, calculator, photocopier, and radio. Ability to learn the Village's geography.

**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.

*(mark all 17 activities)*

----- Amount of Time -----

<u>Physical Activity</u>	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 Motor Vehicle Licensing***

***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.

*(mark all 15 conditions)*

<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: \_\_\_\_\_