



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
MAINTENANCE III FACILITIES**

EFFECTIVE DATE: June 24, 2020

DEPARTMENT: Public Works	WORK LOCATION: Village Hall		FLSA STATUS: Non-Exempt
CLASS CODE: 6625	RANGE: 16PW	PENSION: IRMF	UNION: Teamsters Local 700
REPORTS TO: Superintendent of Facilities and Arena Maintenance	LEVEL OF SUPERVISION RECEIVED: Works under the direct supervision of Superintendent of Facilities & Arena Maintenance.	LICENSE/CERTIFICATES: Class B CDL required upon date of hire. Must attain EPA Approved Refrigerant Usage Certification within 180 days of the date of being hired by the Village.	

SUMMARY:

Performs a wide variety of skilled and semi-skilled duties related to repairs and preventative maintenance of building mechanical and non-mechanical systems, including physical building and custodial building care programs. Assumes lead worker responsibilities. Assists other Department Divisions and employees in activities as assigned.

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.	Works alone or as lead worker with a crew, or as a crew member to solve mechanical problems related to building maintenance. Supervises the completion of the more complex and skilled assignments following established procedures. With the Superintendent, coordinates and participates in activities of large or small work crews, to assure maximum production and efficiency.	Daily 50%
2.	Reads and interprets building architectural drawings (blue prints) and equipment schematics. Responsible for maintenance of complex building mechanical equipment, HVAC, pneumatics, boilers, pumps, chillers. Takes gauge readings such as pressures, temperatures, and makes required adjustments. Works within a program of physical maintenance upon building interiors and exteriors. Oversees contractor assistance and other vendor services. Trouble shoots complex mechanical, electrical and plumbing systems for all Village buildings. Provides technical information to supervisors and crews to define, clarify, or facilitate technical procedures and problem solving. Receives and communicates verbal and written instruction from Village employees and supervisors. Ensures proper inventory level of all materials and supplies and initiates purchase requisitions to the superintendent.	Daily 80%
3.	Tests and runs emergency power generator and checks oil, radiator, belts, batteries, and cables. Replaces burned out light bulbs and ballasts. Checks and maintains all plumbing system operations. Replaces valves, O rings, worn components, stops leaks and makes repairs. Checks and maintains minor electrical devices and systems. Performs painting and staining as necessary in all buildings. Checks exterior building structures for any signs of deterioration, windows, doors, tuck pointing, brick work, roof, etc. Checks exterior grounds for signs of wear or maintenance need, fences, light poles, landscaping, etc. Records/reports findings, performs work to repair as instructed. Checks all roof top exhaust ventilators.	Daily 50%
4.	Participates in an emergency call duty program of maintenance and repair, inclusive of MAJOR building system mechanical equipment, and the performance of ice and snow control in the winter.	Daily or as required during snow season
5.	Participates in the Public Works Department's ongoing training and cross training programs.	30%
6.	Follows Village-wide and departmental safety rules and practices. Ensures that assignments are completed following safety practices and procedures.	Daily 100%
7.	Skillfully operates listed tools and equipment. Must be available by cell phone or telephone at all times whether on or off duty except when on approved leave.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Assists superintendent in determining priorities of proposed projects within budgetary constraints imposed by appropriations and other operational limitations. Assists with long range Capital Improvement request planning and short range budget planning development.
2.	Picks up repair parts in order to expedite emergency repairs.
3.	Travels to all Village Facilities to accomplish maintenance assignments.
4.	Performs room sets up for meetings.
5.	Performs occasional custodial type activities at the Village buildings, painting, window washing, snow removal (seasonal), and exterior grounds debris pick up.
6.	Performs other duties as required or assigned, including work in other department divisions.

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 or vocational training
- 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 foreign language skills is:

- A Plus
- Preferred
- Required

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

Required Language:

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.

Working knowledge of mechanics necessary to operate listed tools and equipment.

Working knowledge of electrical, plumbing, carpentry, HVAC maintenance and general methods and procedures related to all building maintenance.

Ability to lead a work team.

Ability to respond to and interact with customers, employees and others within and outside the organization in a courteous and professional manner.

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

Ability to evaluate situations, draw conclusions and make decisions.

Ability to define and/or specify work methods, procedures and equipment necessary for job completion.

Ability to maintain routine records, prepare legible and accurate reports, and prepare other forms required by the Village.

Ability to perform laborious and physically demanding assignments.

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

Ability to read and decipher HVAC, electrical, mechanical and plumbing schematics and use test meters and gauges.

Ability to follow verbal and written instructions.

Ability to communicate effectively verbally and in writing.

Ability to perform custodial work as needed.

Ability to read, write, speak and comprehend the English language.

TOOLS AND EQUIPMENT USED:

Motor vehicles; snow blowers; HVAC vacuum pump; HVAC recycling machine; hand tools such as saw, drill, drill hammer; electrical test meters; amp meters; Freon charge/test devices; telephone; writing utensils; keys; calculator; computer and computer software (CMMS) Computerized Maintenance Management Software system and DDC controls and software.

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)

<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

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)

Environmental Conditions

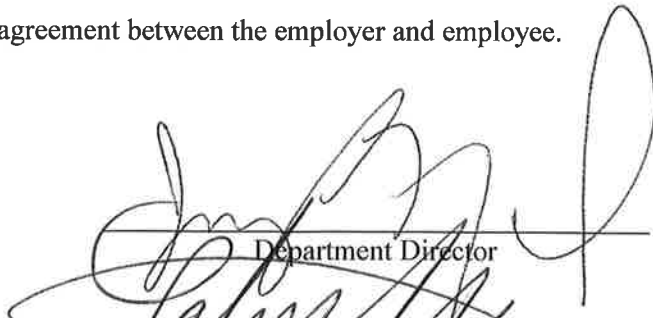
----- Amount of Time -----

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

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: _____