



**VILLAGE OF HOFFMAN ESTATES**  
**JOB DESCRIPTION**  
**MAINTENANCE II STREETS (FORESTRY & GROUNDS)**

*EFFECTIVE DATE: 11/ 8/05*

<b>DEPARTMENT:</b> Public Works	<b>WORK LOCATION:</b> Public Works Center		<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS CODE:</b> 6400	<b>RANGE:</b> 14PW	<b>PENSION:</b> IMRF	<b>UNION:</b> Teamsters Local 714
<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. Illinois Pesticide Operator license within 12 months & Certified Arborist within 24 months

**SUMMARY:**

Provides public services to the residents of Hoffman Estates by performing unskilled, semi-skilled and skilled tasks in the routine repair and maintenance of the Village street system, parkways, right of ways and related infrastructure. Assumes lead worker responsibilities. Assists others and other divisions in activities as assigned. 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.

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Assumes lead worker responsibilities in directing activities of workers assigned and includes writing performance reports quarterly for assigned maintenance I employees. Serves as a source of technical information to supervisors, subordinates and other departments; serves as a role model to and for assigned	Daily 80%

	employees. Complete crew reports in an efficient and timely manner. Remains attentive to Public Works related problems observed while driving in the Village or at a work site and brings problems to the attention of supervisor.	
2.	Repairs, replaces, and patches concrete, bituminous and other street surfaces; repairs or builds culverts, storm sewers, gutters and other drainage facilities; fills in shoulder ruts with dirt or gravel. Trims trees, mows, chips branches, picks up litter/trash and whips weeds for program maintenance or emergency/hazard maintenance. Cleans repairs and erects street signs; digs post holes and sets or pulls posts; repairs guard fences; installs safety devices and stripes traffic lanes. Operates large and small trucks and operates large equipment.	Daily 50%
3.	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%
4.	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.	Daily 10%
5.	Performs tasks and follows instructions in a manner that ensures personal safety and the safety of others.	Daily 100%
6.	Participates in the Department's ongoing and cross training programs.	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%

<b>JOB NO.</b>	<b>OTHER RELATED DUTIES</b>
1.	Cleans vehicles and equipment.
2.	Enters records at a computer terminal.
3.	Performs janitorial civilities at Village buildings, includes sweeping shop areas, window washing etc.
4.	Paints equipment and Village owned structures.
5.	Provides back-up to related positions.
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...

**Enter degree or coursework here**

**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...

**Enter number of years required here**

Experience in management capacity...

**Enter number of years required here**

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:

**Enter specific application(s) here**

**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... **Enter language here**

**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 learn the Village's geography.

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

Ability to respond to emergency call-outs on a 24-hour, 7-day basis; fulfill assigned call duty established on a rotating basis for emergency work which occurs after normal working hours including weekends.

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 manhole covers, sacks of cement, gravel, etc.

Ability to enter confined spaces.

Ability to keep accurate records.

Ability to understand and follow oral and written instruction.

Ability to communicate effectively verbally and in writing.

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

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

Working knowledge of pick-up truck, large and small tractors, rototiller, auger, riding and push mowers, gill, dragnet, wood chipper, trailers, backhoe and front-end loader, highlift, tow chain, 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, tree cabling and bracing equipment, ratchet straps, 100 gallon water tank, sprayers, basic mechanics tool box tools, wheelbarrow, shovels, pitch fork, rakes, picks, sledgehammers, warning flags, safety cones, warning signs, coring machine, broom, asphalt hammer, confined space equipment, respiratory protection equipment, telephone, maps, calculator, photocopier, and radio.

**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)*

**Environmental Conditions**

----- 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: \_\_\_\_\_