



**VILLAGE OF HOFFMAN ESTATES**  
**JOB DESCRIPTION**  
**MAINTENANCE I (HEAVY EQUIPMENT OPERATION)**

*EFFECTIVE DATE:*

<b>DEPARTMENT:</b> Public Works	<b>WORK LOCATION:</b> Public Works Center		<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS CODE:</b>	<b>RANGE:</b> PW	<b>PENSION:</b> IMRF	<b>UNION:</b> Non-Exempt
<b>REPORTS TO:</b> Assigned Supervisor	<b>LEVEL OF SUPERVISION RECEIVED:</b> Receives daily direction from a 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, to meet department needs.	

**SUMMARY:**

Operates excavation and loading machines (mainly backhoe skid steer & front end loader) equipped with scoops, shovels, and buckets that dig sand, gravel, earth, or similar materials and load it into trucks for repair and maintenance of the Village's water/sewer and storm sewer systems. Participates in emergency work after regular hours and on weekends and holidays. Assists others and other division units 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 the public, staff 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.	Operates heavy equipment for Department excavations. Is subject to responding to all excavation needs during and after regular business hours, 7 days a week.	Daily 50%
2.	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 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.	Daily 80%
3.	Performs maintenance and repair and/or replacement of system fire hydrants; flushes hydrants and performs annual inspections and lubrication; repairs leaking or damaged hydrants; adjusts hydrants to proper grade; rebuilds hydrants and internal operating mechanisms; restores surface area to original condition after digging.	Daily 50%
4.	Isolates areas in need of repair by closing valves, assisting with the repairs and flushing mains in the repair area. Hauls dirt from work sites; restores work site to original condition. Participates in the annual distribution valve exercising program; maintains valve boxes and vaults; maintains records of locations of valves.	Daily 50%
5.	Maintains sewage collection system by performing mainline flushing and root-cutting; removes mainline blockages using specialized equipment; maintains manholes; assists excavation crews for replacing cracked or crushed pipe.	Daily 50%
6.	Performs meter maintenance, troubleshooting and repairs, in-shop testing and rebuilding. Replaces meters and outside readers; reads commercial and vault meters; maintains B-box and meter vaults and records of B-box and vault locations; inspects new construction installations. Updates maps as necessary.	Weekly 10%
7.	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 turf, 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%
8.	Operates large and small trucks for system operations and for snow plowing/salting. Work may be performed outside of normally scheduled work hours.	Weekly 30%
9.	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.	Weekly 10%

10.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above.	Daily 50%
11.	Participates in the Department's ongoing and cross training programs.	Daily 30%
12.	Performs tasks and follows instructions in a manner that ensures personal safety and the safety of others.	
13.	Performs tasks and follows instructions in a manner that ensures personal safety and the safety of others.	Daily 100%
14.	Participates in the Department's ongoing and cross training programs.	Daily 10%
15.	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 activities 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)**

- 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.

Ability to lead a work group.

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

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

Ability to define and/or specify work methods, assign duties, and promote efficient and harmonious work habits for a maintenance crew.

Ability to learn the Village's geography.

Ability to deal effectively 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 weekends established on a rotating basis for emergency work which occurs after normal working hours including weekends. In addition, may be required to participate in a separate call duty program.

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

Ability to enter confined spaces.

Ability to keep accurate records.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively verbally and in writing.

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

Ability to perform physically strenuous assignments ranging from simple to demanding and complex. Occasionally 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.

Working knowledge of pick-up trucks, large dump trucks for hauling or snow and ice control operations, trailers, backhoe and front end loaders, confined space equipment, respiratory protection equipment, a large variety of hand and power tools, large pumps, generators, and associated drive units shovels mobile radio, phone, and calculator.

**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	_____	_____	<b>X</b>	_____
Walks	_____	_____	<b>X</b>	_____
Sits	_____	<b>X</b>	_____	_____
Uses fingers in a repetitive motion	_____	_____	_____	<b>X</b>
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<b>X</b>
Reaches with hands and arms above shoulder	_____	_____	<b>X</b>	_____
Climbs or balances	_____	<b>X</b>	_____	_____
Twists or turns	_____	<b>X</b>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<b>X</b>	_____	_____
Pulls, pushes, or carries	_____	_____	<b>X</b>	_____
Talks or hears	_____	_____	_____	<b>X</b>
Tastes or smells	_____	<b>X</b>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	_____	<b>X</b>
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	<b>X</b>	_____
Lifts or move 10 to 20 pounds (light)	_____	_____	<b>X</b>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	_____	<b>X</b>	_____
Lifts or move 50 to 100 pounds (heavy)	_____	<b>X</b>	_____	_____

**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...

<b>As required by Illinois Secretary of State for Motor Vehicle Licensing</b>
<b>Enter specific vision requirement here</b>

**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.

<b>(mark all 15 conditions)</b> <b><u>Environmental Conditions</u></b>	----- 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: \_\_\_\_\_