

**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
MAINTENANCE I (P.M. SHIFT)**

EFFECTIVE DATE: March 27, 2008

DEPARTMENT: Public Works	WORK LOCATION: Public Works Center		FLSA STATUS: Non-Exempt
CLASS CODE: 6200	RANGE: 12PW	PENSION: IMRF	UNION: Teamsters Local 714
REPORTS TO: Assigned Supervisor	LEVEL OF SUPERVISION RECEIVED: Receives daily close detailed instruction from Crew Leader and/or immediate Supervisor		LICENSE/CERTIFICATES: Class B CDL required upon three (3) months of employment and 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 unskilled and semi-skilled tasks in the routine repair and maintenance of Village streets, rights-of-way (including trees, street lights and traffic control signs), storm drainage system, facilities, grounds, water and sewer system, vehicles and equipment using 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.	Repairs, replaces, and patches concrete, asphalt and other street surfaces; repairs culverts, storm sewers, curbs and other drainage infrastructures; trims trees, mows turf, chips branches, picks up litter/trash for regular and emergency service; cleans, repairs, and erects street signs; digs post holes and sets or	Daily 50%

	pulls posts; repairs guard rails; installs traffic safety devices and stripes traffic lanes; performs building and grounds maintenance; performs water and sewer system monitoring, maintenance and repairs.	
2.	Operates large and small trucks for hauling materials. Completes activity reports in an efficient 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 30%
3.	Operates large and small trucks for system operations and for snow plowing/salting. Work may be performed outside of normal scheduled work hours.	Daily 30%
4.	Participates in a program of preventative maintenance of hand and power tools, specialized equipment and vehicles used to perform assignments by checking proper fluid levels, lubrication, lights, air pressure, etc. to ensure safe operations.	Daily 10%
5.	Operates and properly maintains all tools, vehicles and equipment needed to perform the essential job functions and responsibilities listed above.	Daily 100%
6.	Participates in ongoing department and job responsibilities cross training programs.	Daily 10%
7.	Performs tasks and follows instructions in a manner that ensures personal safety and the safety of others.	Daily 100%
8.	Ability to respond to emergency call-outs on a 24-hour, 7-day basis; fulfill assigned duty established on a rotating basis for emergency work which occurs after normal working hours including weekends.	As Needed

JOB NO.	OTHER RELATED DUTIES
1.	Cleans vehicles and equipment.
2.	Enters records at a computer terminal.
3.	Performs janitorial activities at Village buildings, lift stations and well houses; includes sweeping shop areas, window washing, etc.
4.	Provides back-up to related positions.
5.	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

Maintenance / Construction

Additional Experience (Select as appropriate)

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

Enter number of years required here

Enter number of years required here

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
- 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 carry out work assignments or instructions without close supervision.

Ability to perform laborious/physical assignments ranging from simple to demanding and complex. Move, remove, and replace heavy objects; use heavy tools and/or equipment, weighing up to 100lbs. such as manhole covers, sacks of cement, gravel, etc.

Ability to keep accurate records.

Ability to effectively resolve problems or emergency situations which arise during the completion of assigned tasks.

Display working knowledge in construction methods, practices and procedures.

Ability to understand and follow oral and written instructions.

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, speak, and comprehend the English language.

Ability to enter confined spaces.

Ability to learn locations of Village subdivisions and streets.

Working knowledge tree chipper, highlift, mowers, hand tools, confined space entry equipment, cut-off saw, table saw, plate compactor, hammer, lute, mall, pick, broom, shovel, bow saw, pruning shears, chain saw, sprayer, watering tank, weed eater and pumps.

Proficiency in use of motor vehicles; snow blowers; hand power tools such as a saw, drill and drill hammer; vacuum cleaner, etc., telephone 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	_____	_____	_____	<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.

<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:



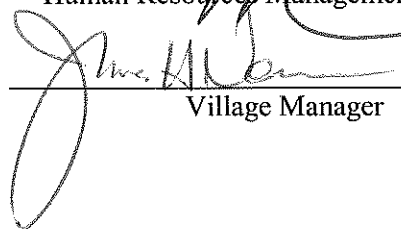
Department Director

Reviewed Approval:



Human Resources Management Director

Approved:



Village Manager