



VILLAGE OF MAPLE PARK POSITION DESCRIPTION

Title: Public Works Maintenance Worker

Position Status: Part-Time

Position Reports to: Public Works Director/Building Inspector

FLSA Status: Non-Exempt

DUTIES

GENERAL DESCRIPTION

To maintain the grounds, buildings and streets owned and operated by the Village of Maple Park.

PRIMARY DUTIES: *This list represents the essential functions performed by the position. Employees may be assigned additional duties by management as required.*

Mow and trim grass (by walking or riding mower) for all Village property.

Trim trees on Village properties.

Assist in the removal of snow and ice by shoveling, plowing, blowing, sweeping or breaking into pieces. Spread salt and sand by hand and/or motorized salt/sand spreaders on assigned building steps, sidewalks, roads and parking lots surrounding Village properties.

Perform street work such as pothole patching, gravel backfill installation, culvert cleaning, etc.

Assist with water, sanitary sewer and storm sewer system maintenance.

Install and remove snow fences.

CODE ENFORCEMENT OFFICER – PART-TIME

Pick up litter, trash, wastepaper and all other debris on all Village grounds on a daily basis. This includes emptying garbage cans in Village parks and Village properties.

Able to assist in maintaining the Civic Center including the maintenance of the boiler, all janitorial duties, basic carpentry and painting.

Perform street maintenance work such as pothole patching, gravel installation, culvert cleaning, etc.

Assist with water, sanitary sewer and storm sewer system maintenance.
May assist in water meter reading tasks.

May assist with detention pond maintenance, including aerators and landscaping.

May assist with water plant and wastewater treatment plant maintenance.

Respond and resolve resident, business/property owner complaints.

Assist in maintaining Village equipment and vehicles.

Perform all other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

DATA RESPONSIBILITY: *“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathers, enters, organizes, analyzes, examines, or evaluates data or information.

PEOPLE RESPONSIBILITY: *“People Responsibility” refers to individuals who have contact with or are influenced by the position.*

Establishes and maintains effective working relationships with fellow employees, residents and business/property owners. Persuades or influences others in favor of a service, course of action, or point of view.

ASSETS RESPONSIBILITY: *“Assets Responsibility” refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

MATHEMATICAL REQUIREMENTS: *“Mathematics” deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *“Communications” involves the ability to read, write, and speak.*

Read simple sentences, instructions, or work orders; write simple sentences and complete simple job forms; speak simple sentences using basic grammar.

COMPLEXITY OF WORK: *“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform semi-skilled work involving set procedures and rules but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with limited impact on whole municipal operation.

EQUIPMENT USAGE: *“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles or uses machines, tools, or equipment requiring moderate instruction and experience such as mowers, trimmers (brush and lawn), vehicles, snowplow attachments and salt spreaders, etc. Maintains cleanliness of assigned vehicle and equipment.

SAFETY OF OTHERS: *“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of fellow employees, self and the general public.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a high school diploma or GED equivalent.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Must have a valid Illinois Driver’s License and be an insured driver. Must be able to obtain a Class B CDL with air brake and tanker endorsements within six (6) months of hire.

EXPERIENCE REQUIREMENTS: *“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum of three years (3) of related experience.

Requires the ability to: follow verbal and written instructions, able to communicate effectively both verbally and in writing. Works effectively with minimal supervision.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking some of the time, may exert up to 50 pounds of force; moderate dexterity in operating machinery, tools, or office equipment. Capable of climbing ladders, stairs, scaffolding, ramps, stairwells, etc. Capable of stopping, crawling, maintaining body equilibrium to prevent falling when walking, standing, running or crouching. Capable to withstand heights, walk on roofs, maneuver around and/or through obstacles and construction materials.

Daily attendance required on scheduled work days.

UNAVOIDABLE HAZARDS: *“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position must be able to handle exposure to extreme temperatures for prolonged periods, and/or abrupt changes to temperature.

The position may be exposed to additional hazards that may be safety related, chemical, physical or biological in nature.

SENSORY (ADA) REQUIREMENTS: *“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Village of Maple Park is an Equal Opportunity Employer. ADA requires the Village to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Description Approved: 09/01/20