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|  | **City of Crystal Lake**  **Job Description** |
| **Position:** | Maintenance Worker |
| **Position Code:** | 0705 |
| **Department:** | Public Works |
| **FLSA Status:** | Non-Exempt |
| **Union Status:** | Union |
| **Date Approved:** | September 1, 2022 |

# **Objective**

This is semiskilled to skilled maintenance, repair, operation and construction work in a variety of public works, water, wastewater, storm water and related maintenance activities.

Work involves responsibility for performing a variety of tasks in the maintenance, operation, repair, and construction of City streets, buildings, water, wastewater, sanitary and storm sewer systems, and parkways and grounds. Specific work assignments are provided on a daily basis and may be rotated. Work includes the operation of motorized equipment and the expenditure of heavy physical labor. Incumbent may be assigned as a Lead Worker. Work is performed under direct supervision of a Public Works supervisor or Superintendent and is reviewed through observation for results obtained, including completeness, accuracy and workmanship.

**Relationships:**

Reports to: Division Superintendent

Supervisory Responsibility: None

# **Essential Functions**

Operates various types of equipment and, based on assignment, performs a variety of tasks in maintenance, operation, repair, and construction of roads, sidewalks, curbs, the public water supply system and wastewater collection and treatment systems, storm water drainage systems and other similar facilities. As appropriate, keeps records of work performed, project specific time and materials use for billing or future work planning.

Operates a wide variety of equipment and vehicles of various classifications as qualified and assigned including dump trucks, tractors, vacuum sewer cleaning machines, mowers, loaders, generators, chipper, pumps, crack sealer, backhoe, and other equipment; operates various hand and power tools; drives dump truck with snow plow and spreader in performing snow and ice control duties.

Performs maintenance and repairs to the public water supply system including water main breaks, valve and hydrant repairs; performs maintenance and repairs of the wastewater and storm water collection systems, including cleaning, debris removal and televising of those systems. May assist in the operation and maintenance of water and wastewater pumping and treatment facilities.

Forms, pours, and finishes sidewalks and curbs; operates concrete saw, air hammer, and various power tools.

Performs various semiskilled building maintenance, repairs, and construction tasks including painting, plumbing, and masonry and electrical work.

Cleans, sweeps, washes, and performs maintenance and repair tasks in public buildings and facilities including water and wastewater facilities; cleans and conducts preventive checks and maintenance of vehicles and equipment used.

Performs landscaping activities including mowing grass, seeding, fertilizing, sweeping, pesticide application, raking grounds, planting and trimming trees and shrubs, and general gardening; performs landscaping after construction is complete to restore and replenish topsoil; rakes, grades, and seeds the area as required.

Performs facility, park and right of way maintenance including trash removal and trashcan installation and maintenance, tree planting, pruning and removal, sign installation and maintenance, and path, sidewalk and parking lot maintenance. May keep records of area maintained including dates of service and area assignment. Recommends service intervals to coordinator/supervisor. Maintains inventory of materials used and notifies supervisor of restocking needs.

Performs environmental services including collection of brush, bagged leaves and other debris; grinds brush and prepares compost material.

Performs road maintenance and repair tasks including mixing and pouring cement, asphalt repair and replacement, patching potholes and cracks, sidewalks, and curbs; repairs and maintains storm water inlets, catch basins, crossovers and outlets; operates related equipment.

Cleans and makes minor repairs to tools and equipment, including lubricating equipment and sharpening tools.

Ensures that equipment is used safely and in accordance with standard procedures and precautions.

Performs heavy physical labor loading and unloading trucks and attaching and detaching accessories to equipment such as plows and spreaders.

May be assigned as a Lead Worker as necessary.

May be assigned to water meter reading, marking the locations of underground water, wastewater and other city owned facilities; May be assigned to installation, repair and maintenance of water meters and other customer services.

May prepare simple routine operation and maintenance records on work and equipment.

Maintains inventory, may order supplies.

Responds to customer call regarding water leaks, pressure loss, service outages, sewer backups, and street and area flooding; Evaluates situation, communicates with public and explains findings to supervisor.

May be called out on a 24-hour basis.

Provides effective and efficient customer services and promotes and maintains responsive community relations.

Follows safe work practices.

Performs other related duties as assigned.

# **Qualifications**

Education and Experience

Graduation from high school (or GED) supplemented by specialized or technical training or shop courses; considerable experience performing maintenance, restoration, or repair work; or any equivalent combination of training and experience which provides the following knowledge, abilities, and skills:

Knowledge, Skills, and Abilities

Knowledge of common hand tools, materials, and standard equipment used in maintenance, repair, and construction work.

Knowledge of the practices, methods, and materials used in maintenance, repair, and construction of public streets, water and wastewater facilities, public water supply distribution systems, wastewater collection and conveyance systems, storm water facilities and buildings.

Knowledge regarding working with mechanical equipment, electricity, plumbing, carpentry, construction and landscaping.

Knowledge of the safety precautions and hazards of the work.

Ability to perform manual labor for extended periods if time, in all weather conditions.

Ability to understand and follow oral and written instructions.

Ability to meet the physical requirements of the position.

Ability to lead a crew, if required.

Ability to learn a broad range of operational skills.

Ability to establish and maintain effective working relationships with other employees, and the public.

Skill in the use of hand and power tools and other equipment related to the work.

**Special Requirements**

Possession of a valid Illinois Class “B” Commercial driver’s license, with appropriate endorsements as required within eight months of date of hire.

Depending on area of assignment, the following may be required:

Possession of a Flagger’s Certification.

State of Illinois Spray License.

Arborist Certification.

Class 4 Wastewater License within one year of date of hire.

**Tools and Equipment Used**

Operates a wide variety of equipment and vehicles of various classifications as qualified and assigned including dump trucks, tractors, vacuum sewer cleaning machines, street saws, mowers, loaders, generators, pumps, backhoe, and other equipment; operates various hand and power tools; drives dump truck with snow plow and spreader in performing snow and ice control duties.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

**Attendance Requirements**

Attendance is required for a 40 hour work week, which consists of five 8-hour days. Overtime attendance is required, including the ability to respond during off-hour, weekends and/or holiday shifts.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, extreme heat, extreme cold, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually quiet while in the office and moderate to loud while in the field.

**The employee filling this position is responsible for complying with all written safety rules and regulations together with all instructions from supervisory personnel pertaining to the safe performance of his/her duties.**

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**