


UTILITIES MAINTENANCE WORKER

DATE CREATED: February 6, 2023

	DEPARTMENT	Public Works Department		
	REPORTS TO	Utilities Division Supervisor		
	CLASSIFICATION	Union	FLSA STATUS	Non-Exempt
	EMPLOYMENT STATUS	Full-Time	PAY RANGE	Per Collective Bargaining Unit

POSITION OVERVIEW

Under the general direction of a Utilities Division Supervisor or crew leader. Performs a variety of semi-skilled public works construction and maintenance duties that may require the operation of light and heavy equipment. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Installs, repairs, and maintains water delivery and wastewater collection systems including mains.
- Inspects, cleans and rebuilds wastewater collection sewers and manholes.
- Installs, inspects and repairs fire hydrants.
- Installs, tests, and inspects water main valves.
- Performs utility locates and marks water and sewer mains and service lines.
- Repairs B-boxes, water/sewer main breaks and installs water mains.
- Operates B-Boxes on/off, clean jets, and root cut sewers.
- Operates a variety of light and heavy equipment to accomplish duties.
- Repairs pavement, erects and dismantles barricades, sets up pumps and collects and removes storm debris during emergencies or as needed.
- Operates snow removal equipment on Village streets, parking lots, and sidewalks.
- Cleans equipment and vehicles, performs minor building and grounds maintenance requiring limited carpentry, painting, plumbing, or concrete finishing skills, and lays sod.

ADDITIONAL JOB FUNCTIONS

- Seeks guidance and direction as necessary for performance of duties.
- Demonstrates good judgment in investigating and solving problems.
- Respects the confidentiality of department, resident, and personnel information.
- Performs all duties in an independent manner with little supervision.
- Recognizes and performs duties which need to be performed although not directly assigned.
- Assists others as needed.
- In the event of an emergency, may be called in to perform needed tasks during the emergency event.
- Does not abuse or take advantage of sick days off.
- Always provides proper, advanced notification of absences.
- Reports to work on time each day, including after lunch and breaks.
- All employees are expected, as a condition of employment, to adopt the concept that the safe way to perform a task is the most efficient way to perform it. Safety adherence of performance will be considered an important measure of employee performance evaluation. As such, the employee must:
 - Comply with established safe work rules and the special instructions of the supervisor.
 - Report all accidents and injuries immediately and cooperate in all accident and injury investigations, supplying supervisors with full and complete information.
 - Submit recommendations for safety and efficiency, as well as report defective equipment and unsafe conditions.
 - Know their exact duties in case of fire or catastrophe.
 - Use safety equipment provided for personal use in performing daily work assignments.
 - Only operate equipment that you are trained and authorized to operate.
 - Provide public protection from unsafe conditions and hazards resulting from municipal work operations.
 - Pays attention to and takes responsibility for self and for the safety of others.

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- Performs duties and operates all equipment and vehicles in a safe manner according to department and Village safety policies and procedures.
- Recognizes and reports unsafe working conditions promptly.
- Keeps work area clean and orderly.
- Keeps equipment in a safe operating condition.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE (of):

- Procedures used in the installation, repair, and maintenance of water and wastewater systems.

SKILLS (of):

- A variety of hand and power tools.

ABILITY (to):

- Learn the operation of tools and equipment used in public works maintenance and construction projects.
- Work with minimal supervision.
- Respond to the public in a courteous and diplomatic manner.
- Maintain and establish a positive working relationship with fellow employees and the general public.
- Operate a wide variety of office machines including computers, calculators, copiers, telephones, and two-way radios.
- Stand, walk, crawl, kneel, stoop climb ladders, and work in confined areas, on rooftops and at other heights. Physical ability to lift heavy tools, implements, and materials.
- Maintain a work area in a neat and orderly manner.
- Maintain a well-groomed, professional appearance appropriate for the position and situations.
- Perform in a moderate-stress environment.

MINIMUM POSITION REQUIREMENTS/QUALIFICATIONS

EDUCATION AND EXPERIENCE

- High School diploma or GED.
- One to two years experience in utility construction and maintenance or equivalent.

LICENSES AND CERTIFICATIONS

- Valid Illinois commercial driver's license Class A with air brake and tanker endorsements within 6 months of hire.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL

- Majority of work is performed outdoors in all weather conditions.
- Works in trenches and ditches as required.
- May be exposed to occasional unpleasant odors.

PHYSICAL

- Ability to lift and carry up to 50 pounds.
- Ability to do considerable physical work for long periods of the workday.
- Employee must be able to operate a motor vehicle, including commercial grade vehicles, to drive to worksites and perform work duties.

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.

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JOB DESCRIPTION ACKNOWLEDGEMENT

POSITION TITLE: Utilities Maintenance Worker

DATE RECEIVED:

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor, and I fully understand the nature and purpose of this position description and its related duties.

EMPLOYEE SIGNATURE

PRINTED NAME

SUPERVISOR SIGNATURE

PRINTED NAME

DEPARTMENT HEAD SIGNATURE



PRINTED NAME

Tyler Hall

ASSISTANT VILLAGE MANAGER SIGNATURE



PRINTED NAME

Napoleon Haney

VILLAGE MANAGER SIGNATURE

PRINTED NAME