



Village of Homewood JOB POSTING

for

Floating Maintenance Worker

Public Works Department

Equal Opportunity Employer

A diverse community of nearly 20,000 residents located 25 miles south of Chicago, the Village of Homewood offers miles of tree-lined streets through pedestrian and cyclist-friendly neighborhoods that all connect to thriving business districts. Homewood's award-winning downtown is recognized by numerous national and regional news outlets because of its active and lively environment. A variety of outdoor festivals throughout the year, including one of the area's longest running farmers' market, bring residents together and showcase the Homewood business community to visitors. Continuous brick paved sidewalks and active public spaces create endless opportunities for social interaction as well as one-of-a-kind shopping and dining.

The Village of Homewood is a well-managed and well-governed community that provides effective, efficient, and timely municipal services to its residents, stakeholders, and customers. The Village also provides a well-resourced and stable place of employment for its employees. The Floating Maintenance Worker position performs a variety of semi-skilled public works construction and maintenance duties, which may require the operation of light and heavy equipment. Work includes, but is not limited to, repairing street pavement; resurfacing streets and alleys; repairing, installing, and maintaining water delivery and wastewater collection systems; assisting with tree removal operations; and other duties as assigned.


The successful candidate will have a high school diploma and knowledge of procedures used in maintenance and construction. Applicants must have the ability to learn the operation of the tools and equipment used in public works maintenance and construction projects; respond to the public in a courteous and diplomatic manner; and perform considerable physical work for long periods of the workday. Applicants must be able to obtain a valid Illinois commercial driver's license Class A with air brake and tanker endorsements within six months of hire.

The position is full-time, non-exempt, and covered by a collective bargaining agreement with a salary range of \$63,841 to \$85,580. The Village's excellent employee benefits package includes medical insurance, Illinois Municipal Retirement Fund Pension participation, Mission Square retirement plans, paid sick, vacation, and holiday time.

Only emailed packets (application for employment, short cover letter and resume) will be accepted. To apply, email a completed packet to Tyler Hall, Assistant Village Manager, at thall@homewoodil.gov. Applicant submittals should be a single PDF document titled only with first initial and last name. The application and recruitment advertisement can be downloaded by visiting www.village.homewood.il.us and entering "Employment" into the -Search - icon at the top right of the page. First review of applications will occur on **Monday, December 8, 2023 at 5:00 p.m.** The position will remain open until filled.

FLOATING MAINTENANCE WORKER

DATE CREATED: January 17, 2023

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

POSITION OVERVIEW

Serves under the general direction of the Assistant Director of Public Works. Performs a variety of semi-skilled public works construction and maintenance duties, which may require the operation of light and heavy equipment. Performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS

- Repairs street pavement. Resurfaces streets and alleys. Repairs utility cuts in surfaced areas. Cleans, repairs, and rebuilds stormwater sewers and structures. Cleans and otherwise maintains drainage ditches. Seals joints and cracks in pavement. Installs guard rails and snow fences. Grades stone surfaces. Installs and repairs street signs. Operates snow removal equipment on Village streets, parking lots, and sidewalks.
- 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. 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.
- Assist with tree removal, chipper operation. Cutting grass, trash pickup within Village owned right-of-ways.
- Assist with demolition, pick-up and delivery of building materials.
- Operates a variety of light and heavy equipment to accomplish duties.
- 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.
- May be called out at any time of the day or night to respond to emergencies or assist with snow removal. 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, after lunch and breaks, and does not leave early.
- 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 trained and authorized to operate.

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- 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.
- 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 maintenance and construction.

ABILITY (to):

- Learn the operation of the 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.
- Stand, walk, crawl, kneel, and stoop. Physical ability to lift heavy tools, implements, and materials.
- Perform considerable physical work for long periods of the workday.
- Maintain 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.
- Experience in construction and maintenance or equivalent.

LICENSES AND CERTIFICATIONS

- Valid Illinois commercial driver's license Class A (CDL) 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.
- Exposure to road repair material and other street maintenance materials.

PHYSICAL

- Perform 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: Floating 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