



## VILLAGE OF HAZEL CREST

### JOB OPPORTUNITY

#### **MAINTENANCE WORKER I**

Under supervision, performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Village water, sewer, street, and storm drainage facilities and systems.

#### **ESSENTIAL FUNCTIONS**

- Inspects and/or repairs booster pumping stations, reservoir, streets, drainage systems and sewer system at frequent intervals to ensure that all aspects of the systems are functioning properly.
- Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
- Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.
- Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
- Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, gravel and sand.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Mows and maintains Village's grounds and open space areas such as athletic fields; mows weeds.
- Performs lawn maintenance, including mowing, trimming and debris removal
- Operates tractors, riding mowers, push mowers, line trimmers, pole saws, hedge trimmers leaf blowers, chainsaws, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
- Performs basic custodial work such as sweeping, raking and refuse disposal required and assigned, including: change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop; shampoo and steam clean carpets; buff non-carpeted areas; dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; sweep; empty ash cans; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; dust furniture; wash windows, walls, metal and woodwork; clean rain gutters; sweep roofs.
- Assists with the operations required for Village sponsored events
- Assists in the construction of new Village facilities, including clearing, grading, drainage, and foundation work.
- Performs all duties in conformance to appropriate safety and security standards.



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- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
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- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.
- Services water supply, sewer lift and other pumps.
- Operates a variety of power construction and maintenance equipment used in the water, sewer, and street department.
- Serves on committees as assigned.

The list of essential functions is not intended to be inclusive; hence, there may be other duties assigned that are essential to this position.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- High School Graduate or GED Equivalent or an equivalent combination of training and experience.

#### **Licenses or Certifications**

- Valid Illinois State Driver's License with CDL endorsement.

#### **Knowledge, Skills, and Abilities**

- Knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction and repair activities.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely.
- Ability to understand and carry out written and oral instructions
- Ability to communicate effectively (verbally and in writing).
- Ability to establish and maintain effective working relationships with employees, other departments and the public.

### **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.



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### **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, feel 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 occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **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 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.

The noise level in the work environment is usually loud.

**Position Location:** 3601 W. 183<sup>rd</sup> Street, Hazel Crest, IL 60429

**Days:** Monday – Friday                      **Hours:** 7:30 a.m. to 3:30 p.m.

**Number of Positions:** 1                      **Pay Rate:** \$25.67 per hour

Applications accepted until position is filled.

Thank you for your interest in the Village of Hazel Crest.

**The Village of Hazel Crest is an Equal Opportunity Employer (EOE)**