

VILLAGE OF ROSCOE

PUBLIC WORKS DEPARTMENT

FULL TIME MAINTENANCE WORKER JOB DESCRIPTION

Reports to: Public Works Supervisor

**DEFENITION:**

Under general supervision, performs work of routine difficulty in a variety of task that require unskilled to skilled manual labor.

**KNOWLEDGE AND SKILLS:**

Knowledge of basic maintenance equipment, basic automotive system repairs, basic building system repairs, and simple tool operation. Ability to operate heavy equipment such as snow plows, wheel loaders, backhoes, and graders. Ability to operate powered maintenance equipment such as pothole patcher, chipper, welders, concrete saws, mowers, and chainsaws. Ability to use basic hand tools such as rakes, shovels, brooms, and all small hand tools. Skill in reading, understanding written and verbal instruction, and performing basic math operations. Ability to work well with the general public. Must be able to make sound decision and communicate effectively with coworkers and supervisors.

**TRAINING AND EXPERINCE:**

Completion of a high school diploma or GED. High school or College basic automotive course. One-year experience as a mechanic or building maintenance worker. Any equivalent combination of training and experience.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**

Work involves frequent walking, standing, stooping, bending, climbing, and driving; as well as lifting and carrying heavy objects (over 50 pounds). The majority of work is conducted outdoors and may involve regular exposure to adverse condition and rough and uneven terrain.

**NECESSARY SPECIAL REQUIRMENTS:**

Possession of a valid Class B Illinois Commercial Driver’s License (Class A Preferred) at time of hire.

**EXAMPLES OF DUTIES:**

1. Performs any combination of manual, semi-skilled, and skilled tasks to maintain and repair village property and equipment
2. Participates in snow removal operations of village streets, bike paths, crosswalks, and parking lots including salting and sanding as required
3. Repairs village streets, storm sewers, and water mains using appropriate equipment
4. Installs, applies and maintains various pavement markings and street signage on village streets, bike paths, and parking lots
5. Builds village streets, storm sewers, and water mains using appropriate equipment
6. Maintains and repairs all village green space including parks, right of ways, drainage ditches, and yards using appropriate equipment
7. Builds bike paths, baseball diamonds, and playground equipment using appropriate equipment
8. Maintains and repairs all village buildings including minor remodeling, electrical plumbing, carpentry, painting, roofing, and HVAC repairs utilizing appropriate building trade tools
9. Removes tree limbs, brush, trash, glass, animal carcasses, debris, and other materials from village streets, right of ways, parks, and building grounds
10. Operates and maintains a variety of village equipment including but not limited to; pothole patcher, backhoe, wheel loader, bobcat, chipper, and grader
11. Drives and maintains village vehicles including safety checks, fluid checks, and washing/cleaning of vehicle interior and exterior as required
12. Performs basic mechanical work on village vehicles and equipment
13. Responds to emergency and after hour’s situations as needed
14. Maintains tools and equipment in good working order
15. Obvers basic safety practices
16. Performs related work as required
17. Performs any other duties as requested by the Village of Roscoe Public Works Superintendent

**COMPENSATION/BENEFITS:**

$16.71-$19.79 per hour commensurate with qualifications and experience. Position includes benefits such as health, dental, life insurance, paid time off, and qualifies for participation in the Illinois Municipal Retirement Fund

An application and full job description are available at:

<https://www.villageofroscoe.com/your-government/departments/human-resources/>

Please email completed applications and resumes to vorhr@villageofroscoe.com. Applications are also available at the Village of Roscoe, 10631 Main St., Roscoe IL. Resumes will not be accepted without a completed application. The deadline for applications is December 16, 2019. No phone calls will be accepted

The Village of Roscoe is an Equal Opportunity Employer and Drug Free Workplace.