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**VILLAGE OF ROSCOE  
PUBLIC WORKS DEPARTMENT  
FULL TIME MAINTENANCE WORKER JOB DESCRIPTION**

Reports to: Public Works Superintendent

**DEFINITION:** Under general supervision, performs work of routine difficulty in a variety of tasks 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 instructions, and performing basic math operations. Must be able to make sound decisions and communicate effectively with coworkers and supervisors.

**TRAINING AND EXPERIENCE:**

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 out doors and may involve regular exposure to adverse conditions and exposure to rough and uneven terrain.

**NECESSARY SPECIAL REQUIREMENTS:**

Possession of a valid Class B Illinois Commercial Driver's License (Class A preferred) at time of hire. Ability to work well with the general public.

## **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, bike paths, sidewalks, and parking lots using asphalt, cold patch, and concrete
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 and 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. Observes basic safety practices
16. Performs related work as require
17. Performs any other duties as requested by the Village of Roscoe Public Works Superintendent

## **COMPENSATION/BENEFITS**

Commensurate with qualifications and experience. Position includes benefits including health, dental, and life insurance, paid time off, and qualifies for participation in the Illinois Municipal Retirement Fund.

An application and full job description is available at <https://www.villageofroscoe.com/your-government/employment-opportunities/> Please email completed applications/resumes to [vorhr@villageofroscoe.com](mailto: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 Village of Roscoe is an Equal Opportunity Employer and Drug Free Workplace. No phone calls will be accepted.