



Title: Maintenance Worker I

Department:	Public Works Department	Reports To:	Crew Leader
Revision Date:	July 25, 2011	FLSA Status:	Hourly
Supervisory Responsibility:	None	Category:	Full Time (Union)

Position Purpose

Performs a variety of semi-skilled and skilled tasks in the construction, maintenance, and related service activities related to streets, grounds, and utility systems in their assigned division. The Maintenance Worker I (MWI) receives immediate supervision from upper level supervisory staff or as otherwise assigned by the Director of Public Works. Additionally, the MWI may receive technical and functional supervision from positions assigned to the Maintenance Worker II class. The MWI has no supervisory responsibility.

Essential Duties and Areas of Responsibility

Examples of essential duties and responsibilities for MWI may include, but is not limited to:

- Operate construction equipment and power tools such as dump truck, front-end loader, backhoe, grader, paving machine, compressors, jack hammers, paint sprayers, sandblasters, concrete saws, sewer-rod, mower, edger and blower; maintain hand tools and assigned equipment; perform preventive maintenance on equipment.
- Install street barricades and cones prior to the performance of street repair activities; direct and control traffic around work sites.
- Utilize proper safety precautions related to all work performed.
- Perform snow removal and ice control duties as required.
- Follows safety policies and procedures.
- Reports all unsafe working conditions and acts to the supervisor.
- Reports all accidents to supervisor immediately.
- Follows recognized safe work practices.
- Perform related duties and responsibilities as required.

Other important MWI responsibilities and duties:

- Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

- Respond to after-hours calls; prepare for and confront emergency conditions as necessary to maintain efficient and effective city services.

Essential duties and responsibilities for MWI when assigned to Street Maintenance:

- Shovel and spread asphalt and asphalt base in patching, repairing and reconstructing streets; clean and fill road cracks with sealing material.
- Operate a street sweeper cleaning city streets, gutters and alleyways along assigned routes; prepare reports regarding completed routes and activities.
- Use concrete cutting and breaking equipment; operate a jackhammer; pour and assist in finishing concrete and masonry work; construct concrete forms and perform rough carpentry work.
- Trim trees along parkway; rake, vacuum, and load fallen leaves into trucks; perform brush pickup and cleanup duties caused by storm damage; transport to landfill sites; chip brush as necessary.

Other important responsibilities and duties for MWI when assigned to Street Maintenance:

- Participate in mowing city parkways; perform other landscaping tasks as appropriate; mix and apply pesticides as assigned.
- Install, repair, and replace culverts and storm drains, clear storm sewers and sanitary sewers.
- Inspect and clear obstructions from storm drains, gutters and culverts.
- Excavate a specified area in order to maintain or repair the location; backfill area as appropriate when job is completed.
- Participate in fabricating street signs; maintain an inventory of materials for sign fabrication; replace damaged signs as appropriate; participate in striping streets as necessary.
- May assist in overseeing fueling access systems; participate in ordering fuel and maintaining system records.
- Perform metal fabrication duties as required.
- Install and maintain wooden and metal guard rails.

Essential duties and responsibilities for MWI when assigned to Waste Water Utility:

- Perform regular inspection on water and wastewater lines, manholes, and sewer drain fields; operate power rodder, high velocity jet flusher, video inspection equipment, and vac-all truck to clean, flush and restore to operating condition.
- May perform service connections to sanitary sewer.
- Oversee the proper functioning of nine lift stations; check equipment for proper functioning; record readings on electrical equipment; operate generators at lift stations during power outages.

- May participate in wastewater treatment activities.
- Perform routine equipment maintenance and field repair.

Other important responsibilities and duties for MWI when assigned to Waste Water Utility:

- Clear wet well areas, walk ways, etc. to ensure a safe working environment; paint exposed surfaces to prevent corrosion.
- Participate in a variety of maintenance and repair activities at various locations including the wastewater treatment facility; clean and grease equipment, pumps and meters as appropriate.
- Replace light bulbs; ensure that emergency is constantly available.
- Assist maintenance mechanics with a variety of repair activities.
- Maintain preventive maintenance and maintenance records regarding equipment and machinery as necessary.
- May participate in various landscaping activities, such as mowing.
- Interpret water and wastewater maps for identifying main sizes, types and locations.

Essential duties and responsibilities for MWI when assigned to Water Utility:

- Take regular readings regarding water production activities; record data related to readings at wells, pumps and elevated storage tanks.
- Check/test equipment at water wells for proper functioning.
- Maintain and repair all valves and fire hydrants; install new fire hydrants and test stations.
- Install new water main services; tap the water main.
- Repair water leaks in a variety of equipment; check for leaks as required.
- Inspect new construction for appropriate installation of meters and boxes as well as other water service related equipment.
- Rebuild and maintain pumps; grease and tighten packings.

Other important responsibilities and duties for MWI when assigned to Water Utility:

- Collect water samples for various testing procedures daily; maintain proper chemical levels in all feed systems.
- Clean and paint wells.
- Record locations of services and other equipment for mapping purposes; locate and mark mains, valves, services and B-boxes for construction purposes.

- Obtain and record water meter readings; post late bill notices and shut off past due services.
- Address customer complaints for items such as rusting or discolored water, a bad odor or low water pressure.

Qualifications

Education, Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience required. Experience in general maintenance work is preferred.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

A valid State of Illinois Driver's License is required upon hire. A valid Illinois CDL Driver's License is required within six (6) months from the date of hire.

Knowledge, Skills and Abilities:

Knowledge of:

- Uses and purposes of general construction and maintenance tools and equipment.
- Proper safety precautions related to all work performed.

Ability to:

- Learn how to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Perform difficult manual labor tasks including lifting heavy weights, stooping, bending and twisting, under unfavorable weather conditions.
- Interpret city maps regarding the location of various city infrastructure.
- Learn to operate a variety of construction and maintenance equipment.
- Understand and carry out oral and written directives.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - climbing stairs/ladders
 - walking, crouching, crawling, stooping, bending, twisting
 - standing or sitting for extended periods of time
 - operating assigned equipment

- lifting 100 lbs.
- Maintain effective audio-visual discrimination and perception needed for:
 - making observations
 - communicating with others
 - operating assigned equipment.
- Safely operate department vehicles.

Essential safety responsibilities and duties

- Becomes familiar with and observe all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Report all potential hazards, accidents and injuries according consistent with City policy and procedure.
- Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

Physical Demands and Work Environment

Tools and Equipment Used:

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

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.

Benefits

In addition to a competitive starting wage, the position offers health, dental, vision, Employee Assistant Program (EAP) and life insurance benefits through the Midwest Operating Engineers Fringe Benefit Fund. The Village offers a deferred compensation plan (457b), AFLAC and participation in the Illinois Municipal Retirement Fund (IMRF) is required.

The City of West Chicago is an Equal Opportunity Employer

Applicants who have questions, require assistance or reasonable accommodation are encouraged to contact the Human Resources office at 630-293-2215.