



## POSITION DESCRIPTION

**Position Title:** Public Works - Technician

**Reports to:** Public Works Supervisor

**FLSA Status:** Non-exempt

**Status:** Regular Full-Time

**Grade:** NA

**Hours of Work:** 40

### Statement of Duties

Performs a variety of tasks serving the Village's needs for the operation, maintenance, repair of streets, water and sewer systems, public buildings and grounds, and related work. Also performs snow removal and debris removal from public streets.

### Supervision

Employee works under the general supervision of the Public Works Supervisor. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. Any questionable cases are referred to the supervisor for clarification or interpretation. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to ensure that completed work and methods used are technically accurate and that instructions are being followed. Employee is required to be on call on a scheduled or rotating basis, and works outside of normal business hours as needed to complete duties.

Employee does not have access to confidential information.

### Job Environment

Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Employee uses judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline to use in a given situation. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Employee works outdoors in all weather conditions, around loud equipment and vehicles, high places, confined spaces, dangerous situations, toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts, risk of electric shock, work with flammable and explosive materials, and risk of radiation. Employee may be required to work up to 16 hours consecutively and may have variable schedule if Village needs require.

Errors may result in personal injury/loss, delay or loss of service, monetary loss, injury to other employees, damage to buildings or equipment, and/or legal repercussions.

The position has regular contact with the public, and/or other village departments to coordinate projects, exchange information, and respond to inquiries and concerns. Contact usually occurs in person or on the phone.

### **Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.*

#### **Essential Functions**

1. Reads water meters and takes final meter readings.
2. Effectively and efficiently operates a variety of equipment ranging from hand tools to large motorized machinery and vehicles.
3. Operates devices such as one-ton pickup, dump truck, service truck, back hoe, end loader, snow plowing equipment, brush chippers, street sweepers, sanders, etc. and is responsible for maintaining such equipment for safe operation.
4. Raises, lowers, and repairs B-Boxes.
5. Flushes fire hydrants.
6. Maintains sanitary and storm water catch basins and drainage pipes.
7. Repairs streets, sidewalks and curbs.
8. Repairs street signs and traffic signals.
9. Installs MXUs; repairs and installs meters.
10. Repairs mailboxes damaged by snow plows.

11. Mows lawns, trims branches, replaces trees, removes brush from sidewalks and streets, and maintains landscapes throughout the Village.
12. Maintains building facilities and equipment, including light carpentry, electrical work and HVAC troubleshooting.
13. Operates computer and performs clerical and record keeping work as required.
14. Reports any observed Village maintenance or repair needs to supervisor.
15. Attends meetings and training seminars as required.
16. Performs similar or related duties as required.

## **Recommended Minimal Qualifications**

### **Physical and Mental Requirements**

Employee is required to stand, walk, talk, listen, sit, use hands, climb, balance, stoop, kneel, crouch, crawl, and reach with hands and arms while performing duties of the position. Employee occasionally lifts up to 100 lbs. Normal vision is required for this position. Equipment operated includes trucks in excess of 26,001 lbs., light trucks, automobile, heavy equipment, light equipment, medical equipment, pneumatic tools, power tools, hand tools, gas detector, office equipment, and computers.

### **Education and Experience**

A candidate for this position should have a High School diploma or equivalent, and one to three (1-3) years work experience in construction trades; or an equivalent combination of education and experience.

### **Special Requirements**

A candidate for this position is required to have a valid Illinois Class B Commercial Driver's License with air brake endorsement. Certification in CPR First Aid administration, preferred.

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

A candidate for this position should have knowledge of:

- Equipment, facilities, materials, methods, and current practices essential to maintenance, construction and repair activities
- Safe and effective equipment and vehicle operation techniques
- Safe work practices and use of personal protective equipment

Skill in:

- Use of tools and equipment used by the position

And ability to:

- Perform heavy manual tasks for extended periods of time
- Work safely and efficiently in all weather conditions
- Establish and maintain courteous and effective working relationships with other employees, public officials, and the public
- Communicate effectively in person and over the radio
- Work under pressure with frequent interruptions, and handle stressful situations
- Understand and carry out written and oral instructions