



POSITION DESCRIPTION

- Position Title:** Public Works – Technician, Facilities
- Reports to:** Facilities Manager
- FLSA Status:** Non-Exempt
- Status:** Regular Full Time
- Grade:** NA; see Collective Bargaining Agreement
- Hours of Work:** Primarily dayshift hours, with frequent evening and weekend hours as needed. Position has regular on-call responsibilities.

Statement of Duties

Performs a variety of tasks serving the Village's needs for the day-to-day facility maintenance in its municipal buildings to include maintenance of the building's interior and exterior, and other related work.

Typical tasks performed include a combination of the following: Basic carpentry, plumbing, electrical and HVAC repairs. Moves cabinets, boxes, furniture, and equipment.

Supervision

Employee works under the general supervision of the Public Works Supervisor, Superintendent or Manager based on division. 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 each

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. Equipment operated includes trucks in excess of 26,001 lbs., light trucks, automobile, heavy equipment, light equipment, pneumatic tools, power tools, hand tools, gas detector, office equipment, and computers.

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 occasional 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. Must be proficient in the use of basic carpentry tools and be able to perform drywall repairs, painting, caulking, ceiling tile repairs/replacements, and flooring repairs.
2. Ability to perform basic plumbing tasks; pipe leak repairs, rodding of; toilets, sinks, and floor drains, and faucet, sink and toilet repairs/replacements.
3. Knowledgeable in the replacement of HVAC filters, belts, and greasing bearings.
4. Knowledgeable in basic operation of HVAC Building Automation Systems.
5. Competent in the installation and repair of light fixtures, outlets, ceiling fans, and replace bulbs and ballasts.
6. Ability to operate hand and power tools.
7. Order and maintain inventory of cleaning and HVAC supplies.
8. Operates computer and performs clerical and record keeping work as required.

9. Attends meetings and training seminars as required.
10. Performs snow removal and winter maintenance.
11. Performs similar or related duties as required.

Physical and Mental Requirements

May be required to work overtime hours and irregular shifts as needed due to various departmental needs and requirements. Employee may be required to work up to 16 hours consecutively and may have variable schedule if Village needs require. 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 or more than 100 lbs. Normal vision is required for this position.

Duties generally do not present occupational risk; however, minor injury could occur through employee failing to properly follow safety precautions or procedures.

Occupational Risk

Occupational hazards include exposure to outdoor weather conditions, high places, confined spaces, toxic or caustic chemicals, fumes or airborne particles, moving mechanical parts, risk of electric shock, and cave-ins.

Education and Experience

A candidate for this position should have a High School diploma or equivalent, and three to five (1-3) years of 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 A Commercial Driver's License with air brake endorsement, or the ability to receive one in the first year of employment. Certification in CPR First Aid administration, preferred.

Knowledge, Skills, and Abilities

A candidate for this position should have knowledge of:

- Cleaning tools and machines, facility equipment such as electrical and HVAC systems, and general practices essential to maintain such equipment.
- Chemical composition of cleaning products and the processes and transformations that they undergo. This includes use of chemicals and their interactions, danger signs, proper application or use, and disposal methods.

- Principles and processes for providing quality customer service and meeting customer satisfaction.
- 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.
- Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- Maintaining or repairing equipment as needed or determining the cause of equipment breakdown and deciding what to do about it.

And ability to:

- Problem solve.
- Multitask, at times during high pressure situations.
- 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.
- Understand and carry out written and oral instructions.
- Pay attention to details.