

City of Highland Park

JOB DESCRIPTION

Temporary Public Works Maintenance Worker

Department: Public Works

Reports To: Divisional Foreman

Primary Purpose:

Performs a variety of maintenance and repairs on all City owned infrastructure*

***Infrastructure Defined:** The basic facilities, services, and installations needed for the functioning of a community, such as roadway systems, water distribution systems, storm and sanitary sewer lines.

Supervision Received:

This position works under the direct supervision of the assigned Divisional Foreman. Most work will be assigned by the Foreman.

Supervision Exercised:

None.

Essential Duties and Responsibilities:

Division	Percent of Total Time	Ranked Importance	Function
Water	75 %	1	Employee maintains and repairs watermains, water meters, fire hydrants, valves, service lines, meter pits and valve vaults.
Sewer	75 %	1	Employee maintains and repairs sanitary and storm sewers, manholes and inlets.
Streets	75 %	2	Shovels asphalt in street/alley repair.
Facilities	75%	1	Facility maintenance including light carpentry and general handyman projects.
All	25 %	2	Operates and helps on equipment including but not limited to; 5-ton capacity truck, vacuum trucks, flusher/jetter trucks, snow plows, sidewalk sweeper and other motorized equipment.
All	20 %	4	Performs grounds maintenance.
All	20 %	2	Uses available tools and repair parts to repair specific problems.
All	20 %	2	Performs other related work, as assigned.
			Risk Management/Safety Responsibilities
			Becomes familiar with and observes all applicable safety policy/procedures.
			Maintains and uses appropriate Proper Personal Equipment.
			Immediately reports all unsafe conditions and acts to supervisor.
			Reports all accidents and near misses to supervisor immediately.

Division	Percent of Total Time	Ranked Importance	Function
			Recommends improvements to safety practices.
			Obeys and adheres to all safety rules and established work practices.
			Follows proper lifting/material handling procedures at all times.
			Maintains appropriate physical fitness to perform essential job functions.

Confidentiality Responsibilities:

The position has limited or no access to confidential information as part of job requirements. Information cannot be released without supervisor's permission.

Budget Responsibility:

None.

Impact of Decisions:

Decisions directly affect work group and may have consequences for related activities within the Public Works Department.

Freedom to Take Action:

Problems are simple and routine. A pre-defined course of action or documented instruction is available as a solution or guideline.

Work Environment:

The work environment is varied with loud to very loud noise and hearing protection may be required. Most repair and maintenance work is performed in the outside and seasonal temperatures and weather conditions may vary from extremely hot, humid and dusty to extremely cold and wet.

Tools and Equipment Used:

Knowledge and skill in the use of construction tools and equipment.

Physical Demands:

Work will entail lifting equipment and materials for maintenance and repair; performing maintenance work in awkward spaces; wearing appropriate safety gear; lifting, bending, twisting, climbing ladders, etc., associated with parts and equipment that can frequently weigh up to 60 pounds; repairing City infrastructure under all weather conditions.

Manual labor can be anticipated throughout the working year. In order to perform job functions, employee must be able to bend, reach, squat, jump, climb and twist and possess no physical limitations (eyesight and hearing correction permitted).

Normal work day operations are from 7:00 a.m. to 3:30 p.m., Monday through Friday. During emergencies, employee may be required to work overtime.

Required Minimum Qualifications:

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: High School Diploma or GED equivalent.

Experience: Provide proof of satisfactory past work-related experience in the Public Works or Construction Trades.

Certificates/Licenses: A valid Driver's License (Some positions may require a Commercial Driver's License.)

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirement change.

Salary Grade: With CDL 06050

Exempt Status: Non-Exempt

Revised: 3/24/2009