



Position Description

Job Title	Street Maintenance Worker
Department	Public Works
Employment Status	Full Time
Exempt/Non Exempt Status	Non Exempt
Union	International Union of Operating Engineers, Local 150 Operators Unit
Date Approved/Revised	June 27, 2019

Scope of Work

The Street Maintenance Worker is responsible for performing manual, semi-skilled, and skilled maintenance and construction work. The position operates a variety of equipment and machinery in the construction, maintenance, repair, installation and replacement of the Village's street, parkway, storm drainage, water, sanitary sewer, buildings, facilities and systems. This position participates in snow removal operations and performs facility, vehicle, and equipment maintenance in coordination with other Public Works divisions and operations. This position must be able to take direction, as well as work independently as part of a coordinated team.

Supervision

Received	Street Division Superintendent, Street Maintenance Worker Lead and other management personnel in the Public Works Department
Exercised	None

Essential Job Functions

- Operate construction and maintenance equipment of various sizes such as, but not limited to, dump trucks, trailers, vactors, crane trucks, backhoes, front-end loaders, chippers, snow plows and various other equipment for a variety of maintenance and construction operations.
- Perform additional construction and maintenance tasks such as truck driving, excavating, pouring concrete, spreading asphalt, jack-hammering, trimming and removing trees, maintaining public right-of-way including curbs, gutters, culverts, catch basins, storm sewers, water main, sewer line, retaining walls, mowing and street cleaning.

Prepared by:

- Identify equipment needs for each assigned task; pick-up, haul, and deliver materials and supplies from work sites with the ability to lift heavy equipment such as jack hammers and soil compactors into vehicles.
- Perform various tasks using a wide variety of manual and powered equipment including, but not limited to: backhoe, endloader, skidsteers, excavator, and sewer cleaning equipment, trailer jetter, shovels, T.V. inspection units, power saws, chipper, compressors, tampers, rakes, jackhammers, dump trucks, crane trucks, lawn mower, snow plow etc.
- Respond to emergency situations such as flooding from rain events, emergency utility locations, etc. and support other City departments/divisions in the abatement of emergency situations.
- Perform general building and grounds activities such as sweeping, cleaning and painting of equipment as well as landscape maintenance.
- Enter and work in permitted confined spaces.
- Load and unload materials by hand or with the use of equipment. Hand placement of large sections of concrete and asphalt weighing up to 50 pounds.
- Perform snow and ice control duties as required, including plowing snow, shoveling, spreading sand and salt.
- Install proper traffic channelization cones and protection devices to protect crew work operations on work sites. Act as flagger on operations to control the flow of traffic.
- Install and maintain a variety of pavement markings and signs including regulatory street signs, numbers, warning and construction signs; document signs used; complete work orders including work performed and material and equipment used.
- Perform preventative maintenance and cleaning of equipment as necessary.
- Ability to be cross-trained in operations work in other Public Works Divisions.
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- Maintains an awareness of worker safety guidelines and procedures and applies these in performing daily activities and tasks. Adhere to all departmental and Village safety policies.
- Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive Village image, constructive working environment, and foster pride and professionalism in the workplace and community.
- Record installation, maintenance, repair and replacement actions taken; prepare reports on and advise supervisor of work progress and need for additional resources to complete assignments.

Other Job Functions

- Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Public Works Director.
 - Participating in proactive team efforts to achieve departmental and Village-wide goals;
 - Assisting other co-workers on special projects as required; and
 - Providing leadership to others through example and by sharing knowledge and skills.
- Ability and willingness to respond to emergencies twenty-four (24) hours a day, seven (7) days a week and carry a wireless communication device in accordance with on call expectations as stated in the bargaining agreement.
- Participation in scheduled weekend and holiday overtime activities.

- Performs related Public Works duties as assigned in a wide variety of weather conditions and exposure to the elements to include snow and ice control, water main repairs, sanitary sewer repairs, and other duties or additional village-wide programs.
- Performs other duties as required or assigned.
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Requirements of Work

Graduation from a standard vocational high school program (or GED) required, with the completion of some college credits and/or technical training preferred.

Knowledge of

- Operation and maintenance requirements of machinery, tools and equipment.
- Practices, methods and materials used in a variety of public works construction, maintenance and repair activities.
- Traffic regulations, laws, ordinances, and rules.
- General knowledge of all applicable safety procedures and precautions. Ability to enforce said standards as required.

Ability to

- Ability to understand and follow verbal and written instructions and communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with peers, management, regulatory agencies/officials, other government units and general public.
- Understand and follow moderately complex oral and written instructions and diagrams.
- Critically analyze process problems and use sound judgement in arriving at an effective and appropriate solution.
- Keep accurate records and prepare routine reports from such records.
- Perform semi-skilled labor for protracted periods of time.
- Operate a variety of tools and equipment.
- Learn more complex laboring or trades work activities.
- Operate power-driven equipment.
- Work independently in the absence of supervision.
- Learn, understand, and apply pertinent laws, rules, and regulations.
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- Use technology including computer and software.

Skill in

- Using basic repair tools and procedures and operating/controlling the actions of equipment, machinery, tools and/or materials used in performing job functions.
- A wide variety of construction and maintenance techniques.

Necessary Special Requirements

- High School diploma or equivalent.
- Possess and maintain a valid Illinois Motor Vehicle Operator’s License.
- Possess a current and valid Illinois commercial (CDL) motor vehicle operator’s license, with appropriate endorsements, or receipt of on within six (6) months of commencing employment Possession of a CDL is a condition of ongoing employment.
- Pass a work related physical proficiency test and pre-employment physical examination and drug screen.

- Any equivalent combination of experience and education that provides the required knowledge, skills and abilities.
- National Incident Management System (NIMS) training as required.

Physical/Environmental Demands

Standard

- Physical ability to sit, stand, walk, climb, balance, stoop, kneel, bend, crouch, crawl, smell and other continuous physical activity; using heavy power assisted tools and/or working in very awkward positions frequently.
- Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
- Physical ability to see close, at a distance, and with peripheral vision as well as adjust vision focus and distinguish objects and colors.
- Physical ability to hear ordinary conversation, such as questions from residents as well as other sounds, including the back-up alarm on trucks or other equipment, radio-dispatched calls and/or signals, and calls for help from a co-worker, etc.

Position Specific

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. Extensive medium heavy physical activity performing strenuous daily activity at loud to very loud noise levels in an outdoor environment exposed to changing conditions such as extreme heat and cold, high winds, rain or snow storms, flood conditions, etc. including:

- Work is performed in both an office and outdoor setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move more than 50 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near moving mechanical parts; in precarious places; and is occasionally exposed to wet and/or humid conditions, disease and smoke, extreme cold, extreme heat, and vibration.
- Physical activity involving sitting, standing, walking, balancing, bending, crouching, crawling, climbing, kneeling, pushing, pulling, reaching, rotating, squatting, stepping, stooping, twisting and/or working in very awkward positions frequently.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms. Includes physical activity involving reaching with hands and arms for an extended period. Hand-eye coordination is necessary to operate various pieces of equipment. While

performing the duties of this job, the employee often uses heavy power assisted tools and/or works in awkward positions.

- Physical working conditions that may provide exposure to a variety of grades, elevations, heights, underground, working surfaces and traffic conditions.
- Primary functions require the employee to be fully ambulatory and possess physical dexterity to work in a field environment.
- Physical working conditions that may require work with manholes and/or confined spaces.