

# Overview of Department Activities – Public Works Maintenance Worker

## Overview of Department Activities

The Public Works Department is responsible for the maintenance, repair, rebuilding, restoring, and advising on the majority of Village owned properties. These responsibilities include roadways, parks, right-of-ways, buildings, vehicles, wastewater and water systems, and other items that may be incidental to the beauty and operation of the Village. This will be accomplished for the health, safety and welfare of the residents of the Village of Spring Grove.

The Public Works Department is structured in such a way that several individuals are required to coordinate together to complete the needed tasks. A Trustee Committee, as appointed by the Village President, provides departmental direction. Daily activities are under the direction of the Public Works Supervisor and Crew Leader. Under normal circumstances issues regarding streets, storm sewers, parks, tree, sewer and potable drinking water are handled by the Public Works Crew Leader.

**Department Hours.** The Public Works Department regularly scheduled hours are Monday through Friday 7:00 a.m. to 3:00 p.m. This department is “on call” though, 24 hours a day, 7 days a week, and 365 days a year. Situations will arise throughout the year requiring the need for this department at any time day or night. These situations can and will be for emergency and regularly scheduled events. Emergency situations can include events such as sewer or water main breaks, extreme rainfall, wind damage, snowfall, lightning, hail, tree removal, building repairs, and other weather related events for the benefit of safety and well being of the residents of the Village of Spring Grove. Items that could be regularly scheduled would be hydrant flushing, street sweeping, among others, that if done during the day would disrupt the daily lives of our residents.

**Safety.** It is the policy of the Village to provide safe working conditions for its employees and as a governmental service organization, to provide a safe environment for the public’s enjoyment and use. Employee and residential safety is a priority in any task that this department undertakes and will take precedent in all operations of this department. This department performs several tasks in differing areas, requiring the use of numerous forms of safety procedures. These considerations will be address in detail within the department. More information can be found in *Chapter 6, General Safe Practices* and the Village’s *Loss Prevention Program Manual*.

## Public Works Maintenance Worker

**Position Summary.** The position is under the direct supervision of the Public Works Crew Leader or a designee assigned by the Village President and performs the duties assigned which included but are not limited to maintaining the municipal streets, sidewalks, parkways, right of ways, traffic control, storm sewer system and parks. In addition, operate safely all equipment used in the maintenance and construction of responsibilities, advise necessary personnel on maintenance of said equipment attend training and safety seminars when appropriate and conduct

emergency operations when needed. The hours of work are 7:00 a.m. to 3:00 p.m. Monday through Friday but situations will arise from time to time which will require after hours and weekends due to emergencies that arise.

**Job Duties.** The duties listed below are intended only as an 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.

1. Perform tasks that come under the Public Works Department jurisdiction relating to the maintenance and repair of the Village's infrastructure.
2. Remains attentive to public works related problems observed while driving in the Village or at a work site and brings problems to the attention of a supervisor.
3. Operate all equipment, tools and vehicles commonly used to conduct departmental duties.
4. Perform snowplowing, ice control and other emergency duties, such as disaster services, sewer main breaks, storm sewer excavation, etc.
5. Perform tree trimming operations, pavement and sidewalk repairs, storm sewer troubleshooting and repairs, landscape restoration, street sign installation and other departmental functions.
6. Prepare reports and maintain records of supplies and equipment.
7. Handle and maintain working knowledge of some hazardous chemicals and materials typically used in conjunction with departmental duties.
8. Work in confined spaces and potentially hazardous areas, while maintaining a level of safety that adheres to current regulations.
9. Maintain and promote to the public a high level of professionalism.
10. Maintain and promote within the department a TEAM atmosphere.
11. Monitor streets and parks for debris.
12. Maintain road right-of-ways, including mowing and picking up debris.
13. Maintaining Village building and grounds including mowing parks and perform general maintenance on all buildings on an as needed basis.
14. Maintain Village vehicles and equipment.
15. Attending seminars relating to job.

### **Qualifications.**

**Education** – High school diploma or equivalent. Two years experience in street construction or maintenance, landscaping or forestry, building and grounds maintenance, or heavy equipment operation or vehicle maintenance.

**Requirements** – Possession of a valid Class "B" CDL drivers license. Working knowledge of safety, operational and maintenance procedures. Understanding to be "on call" at all times, unless prior arrangements are made, and the hours can be long and tedious. Make simple reports, update and maintain records. Read and understand simple blueprints. Expect a variety of tasks and responsibilities. Ability to work independently or with others to complete daily activities according to the work schedule. Ability to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions. Ability to communicate orally and in writing. Ability to use equipment and tools properly and safely. Ability to understand, follow and transmit written and oral instructions. Ability to

establish working relationships with fellow employees, supervisor and the public. Applicants must be at least 18 years of age to be considered for a Public Works department position.

**Physical Demands** – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function 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 reach with hands and arms. The employee frequently is required to stand, walk and use hands and fingers to handle, feel or operate objects, tools or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, and crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close, distance, color and 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. The noise level in the work environment varies from quiet to occasionally loud. The duties listed above are intended only as illustrations of the various types of work and responsibilities that may be performed or assigned to this employee.