



Village of Fox River Grove

Village of Fox River Grove JOB DESCRIPTION

MAINTENANCE OPERATOR III

Position Summary

This position is a member of a work crew performing skilled, semi-skilled and unskilled work within the Public Works function to repair and maintain Village streets, buildings, grounds, rights-of-ways, equipment and water and sewer facilities.

Under the direct supervision of the Operations Manager, work involves the construction, repair and maintenance of Village streets, water and sewer utilities, public buildings and grounds.

Job Content

The following major duties and related tasks have been identified as being essential to the proper and effective performance of the job. The Maintenance Operator III should expect to perform all of the following duties. While the following major duties have been identified, other duties may be assigned from time to time as determined by the Operations Manager.

- **Participate in the construction, maintenance, and repair of Village streets, rights-of-way, sidewalks, bike paths and street signage.**

Essential Tasks

1. Erect, repair, and maintain traffic signs, barriers, and traffic control markings; paint traffic control lines, crosswalks, parking stall lines, and the like on pavement; letter street markings and traffic signs, and bolt or screw signs on posts or other supports.
2. Maintain roadsides and other Village grounds; cut lawns, prune shrubs and trees, dispose of leaves and refuse, and sod, seed and weed lawns; and remove trees or bushes.
3. Repair and maintain Village streets, curbs, sidewalks, and parking lots; repair roadways and parking lots by filling cracks and holes with gravel or asphalt; replace sidewalk and

curbing by removing damaged sections of concrete and assist in grading, forming, placing, and finishing concrete.

- **Participate in the maintenance, repair and inspection of all Village water distribution, wastewater treatment and storm sewer systems.**

Essential Tasks

1. Install, repair, and maintain storm inlets, manholes and other storm sewer structures; maintain retention ponds, storm sewer inlets and storm sewer pipes; cut and regrade ditches, and repair or replace driveway culverts.
 2. Perform water meter readings, meter installations, and meter repairs.
 3. Perform labor work in support of all water and wastewater operations.
 4. Perform inspections and assist in the operation, maintenance and repair of wastewater pumping stations, well houses, water towers, water mains, fire hydrants, sanitary sewers and other water and wastewater equipment and facilities.
 5. Collect operational data at the water supply well houses, wastewater pumping stations and the wastewater treatment facility, prepares/maintains all operational records and reports and make adjustments to water and wastewater treatment processes through the use of the SCADA system and any other means as directed.
 6. Troubleshoot and resolve unusual operational problems.
 7. Investigate and resolve customer concerns.
- **Participate in snow removal operations from Village roadways, parking lots and sidewalks.**

Essential Tasks

1. Remove snow and ice from parking lots, streets, and other public areas and spread salt or other materials on pavement surfaces.
 2. Shovel sidewalks around Village facilities and other locations.
 3. Perform permanent and temporary repairs to damaged mailboxes.
 4. Load vehicles with salt and liquid deicing or anti-icing agent.
- **Assist in the completion of various operational functions and tasks.**

Essential Tasks

1. Perform a variety of semi-skilled and unskilled tasks including, but not limited to pavement patching, tree trimming, landscaping, painting, watering, sign maintenance, road kill and trash removal, graveling, ditching, hydrant flushing, facility housekeeping and other duties as assigned.
2. Complete various reports including daily performance activity report, vehicle checklists, call out reports, snow and ice control reports, and various other reports and forms as required.
3. Assist the supervisor with training and development of employees in lower classifications including seasonal employees.
4. Assist in the development of bid specifications for the purchase of equipment or the contracting of services as requested by the Operations Manager.
5. Assist in the oversight of the repair, maintenance and operation of water and wastewater systems.
6. From time to time, lead a team of employees to complete various tasks and projects as assigned.
7. Coordinate, observe, and inspect the work of contractors and other private sector firms hired by the Village.

Work Content

The position of Maintenance Operator III reports directly to the Operations Manager. The position is responsible for performing operational tasks of all public works related activities. The position is responsible for complying with all organizational policies, procedures and processes. The position consists primarily of predictable, routine tasks, but from time to time, unpredictable, non-routine tasks are required.

The individual in this position is expected to have effective written and verbal communication skills. The Maintenance Operator III is expected to use discretion and take initiative in dealing with a wide range of problems with direction and supervision from the Operations Manager. This position represents the Village when interacting with citizens, business owners, developers, contractors and other public officials.

The work is a combination of inside and outside work, but primarily outside work. The inside work consists of facility maintenance, facility inspections, and cleaning, with some exposure to physical discomforts. The individual may be called outside at anytime when performing the job duties of the position where the individual will be exposed to physical discomforts associated with changes in weather such as rain, cold, snow, heat or discomforts associated with noise,

dust, dirt and the like. Work frequently produces mental/visual fatigue associated with various duties and responsibilities. Work sometimes generates significant levels of stress and requires work under pressure. Equipment used in this position includes the use of vehicles and equipment that may include motor vehicles, dump trucks, snow plows, backhoes, front end loaders, skid steers, saws, air compressor, hand tools and other miscellaneous equipment.

As required, this position shall perform all labor tasks in conformance with Village safety and administrative policies, in order to repair, maintain or reconstruct a variety of Village roads, buildings, grounds and equipment. The position is subject to 24-hour callout and may be required to work weekends and holidays.

The Maintenance Operator III must have experience in municipal public works operation. The position will require the individual to be familiar with public works, the structure of municipal organizations, state and federal laws governing local governments, the delivery of public services and public relations activities.

Work Requirements

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual walk, sit, stand, operate the equipment required for the position and perform the essential functions listed in this job description. The individual in this position must possess the minimum skills, knowledge and abilities required for the position.

Graduation from high school or GED equivalent and five years experience in public works, construction management or water and wastewater systems, or any equivalent combination of training and experience that provides the following minimum knowledge, skills and abilities:

- Skill necessary to work independently or without direct supervision.
- Considerable knowledge of the principles and practices of public works.
- Thorough knowledge of occupational hazards and safety precautions of work.
- Must possess a valid driver's license issued by the employee's state of residency.
- Must possess a Class "CDL" vehicle drivers license with air brake endorsement within six (6) months of employment date.
- Ability to understand and follow instructions, both verbal and written.
- Ability to keep accurate records and perform basic math.
- Ability to apply basic computer skills.

- Ability to work in a team while performing semi skilled and unskilled work.
- Ability to read, understand, and follow written and verbal instructions in order to operate machinery and equipment.
- Ability to be courteous to Village residents and businesses while performing repair and maintenance tasks.
- Ability to concentrate and pay close attention to detail when operating heavy equipment or performing equipment maintenance.
- Ability to express ideas effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with the employees, contractors and the public.
- Possession of an Illinois Environmental Protection Agency (IEPA) Class C or higher water operator license required depending on assigned responsibilities.
- Possession of an Illinois Environmental Protection Agency (IEPA) Class 3 or higher wastewater operator certificate required depending on assigned responsibilities.