

**Village of Wauconda
Job Description**

Job Title:	Maintenance Service Technician
Department:	Public Works – Streets/Sewer/Water Divisions
Classification:	Non Exempt – AFSCME Union
Immediate Supervisor:	Superintendent of Operations or Division Foreman

Summary:

Operates a variety of equipment and trucks utilized in construction, maintenance, and repair activities; performs a variety of skilled and semi-skilled tasks in the maintenance of streets, storm drainage systems, public water and sewer systems and buildings. Performs maintenance/repair functions under supervision of designated team leaders or qualified operators as required.

Qualifications:

Must have mechanical aptitude to perform light maintenance on equipment and conduct troubleshooting on a variety of pieces of equipment found within the Public Works Department. Employee must demonstrate flexibility in performing a variety of assignments within the Public Works Department.

Education and Experience:

Employee must have a high school diploma or GED equivalent. A combination of previous successful work experience combined with education showing the skills and aptitude may be substituted.

Special Requirements:

Employee must pass a medical physical and a police background check. Employee must possess a valid State of Illinois Class B Commercial Drivers License (or obtain one within 120 days from date of employment). The Village may provide training to obtain this license. Employee must pass random drug screening tests.

Hours:

As specified by the Superintendent of Public works to include overtime, weekend and holiday work as required.

DUTIES

Essential Tasks

1. The employee is expected to perform all duties in a safe manner.
2. Operates trucks of various sizes and weights in the loading, hauling, and unloading of various equipment, materials and supplies.

3. Operates trucks and construction or power equipment such as mechanized broom, backhoes, mowers, tractors, dump trucks/snowplows, vac truck, and jetter.
4. Operates jackhammers, mowers, and other small equipment and tools to maintain streets, storm drainage systems, and buildings and grounds.
5. Performs street maintenance duties such as paving, patching, removal, and street sweeping.
6. Performs routine and specialized grounds and tree maintenance such as mowing, trimming, removal, planting, and chipping.
7. Controls traffic at work sites by flagging to guide traffic through work areas, as required or assigned. Snow and ice control measures including salting, plowing, and removal.
8. Performs minor semi-skilled interior/exterior of building maintenance and repairs such as painting, floor covering, plumbing, carpentry, mechanical, and other unskilled and semi-skilled trades work.
9. Conduct repair operations on water main breaks, sewer repair, wastewater treatment equipment, or other emergency situations.
10. Repair, test, and maintain wastewater equipment and equipment at well houses, pump stations, and booster pumps throughout the water supply system area.
11. Install water meters, registers, and read water meters.
12. Handle chemicals used in the supply of potable water and wastewater treatment.
13. Assist in the performance of water main testing and flushing activities.
14. Collect and record data and maintain records as required.
15. Assist in the repair of all wastewater treatment equipment and lift station components.
16. Assist in the cleaning and maintenance of the collection system.
17. Performs all duties in conformance to appropriate federal, state, and village safety standards including trenching/shoring and confined space entry.
18. Any and all duties as assigned by the Superintendent of Public Works or his designate.

Marginal Tasks

1. Employee may serve on various employee committees as assigned by the Superintendent of Operations, Village Administrator, or their designate.
2. Establish and maintain effective working relationships with employees, other departments and the public.

Necessary Knowledge, Skills and Abilities

1. Knowledge of equipment, facilities, materials, methods, and procedures used in the public potable water supply and distribution system, wastewater treatment, and lift stations.
2. Demonstrable proficiency in operation of the following listed tools and equipment:
 - a. hand tools
 - b. pickup trucks
 - c. air compressor
 - d. meter reader
 - e. pumps
 - f. gauges
 - g. telemetry equipment
 - h. electrical meters

- i. locator
- j. backhoe
- k. end loader
- l. mobile radio
- m. air hammer
- n. valve exerciser
- o. portable saws
- p. generators

Psychological Considerations:

1. Employee should be able to maintain a positive working relationship with other employees.
2. Employee must work effectively under deadlines in a variety of environments and elements.
3. Employee must demonstrate cooperative qualities to perform required work.
4. Employee must be able to function in a sometimes fast and ambiguous environment.
5. Employee must be able to work with supervisors, managers and other Village Officials as required.

PHYSICAL DEMANDS:

Sitting	Occasionally
Walking	Frequently
Strength	Medium Heavy (up to 100 lbs.)
Balancing	Frequently
Stooping	Frequently
Kneeling	Frequently
Crouching	Frequently
Reaching	Frequently
Handling	Frequently
Fingering	Frequently
Feeling	Frequently
Noise Exposure	Frequently

Environmental Considerations

1. Employee must park in exposed parking lot with potential of walking ¼ mile.
2. Employee general work area is outdoors, subject to weather and temperature extremes associated with the climate in northeastern Illinois.
3. Protective clothing is required and expected to be use to include use of protective shoes, hard hats, hearing protection and a variety of other safety equipment normally associated and customary with the performance of work within the Public Works Department.

Cognitive Considerations

1. Employee must have the ability to follow directions and communicate in English verbally and in writing.
2. Employee must be able to read and understand materials printed in English.
3. Employee must possess time management and organization skills to effectively perform his/her job.

4. Employee must have ability to make good decision making abilities in lieu of direct supervision.
 5. Employee must use good safety awareness and judgment in all aspects of the position.
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