

POSITION DESCRIPTION

Class Title: Service 1 (Entry level)

Department: Service Department Village of Mantua

Location: All Village Buildings, Properties, Grounds, Cemetery, Right of Ways & Structures

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of streets, trails, structures, parks, open spaces, cemetery, grounds, turf and related facilities.

SUPERVISION RECEIVED:

Works under the immediate supervision of a senior worker. (Village Administrator when not assigned with senior worker).

SUPERVISION EXERCISED

On occasion seasonal workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mows and maintains park, trails and open space areas; mows lawns; operates weed trimmers; weeds; cleans and maintains cemetery and appurtenances; maintains and assists in the repair and installation of sprinkler lines and heads.

Inspects, washes, and performs routine maintenance of drinking fountains and restrooms.

Sweeps, washes, paints, and repairs or replaces outdoor tables and slabs.

Performs minor unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.

Performs routine maintenance on lawn and power equipment.

Plants lawns, trees, shrubs, and flowers where needed.

Carries out the seeding, fertilizing, top dressing, soil conditioning, watering, and the pest and weed control of parks, cemetery and open spaces.

Maintains and adjusts specialized turf care equipment and tools, including electric motors, pumps, sprinklers, tractors, mowers, weed eaters and irrigation systems.

Operates tractors, mowers, jack hammers, welders, trucks, steam cleaners, buffers, washers, and other listed equipment as needed. Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.

Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.

Opens and closes, locks and unlocks facilities as needed.

Assists in setting up and taking down equipment for various functions and programs, prepares facilities for program use.

Installs and maintains goal posts and nets for sports facilities, such as volleyball, baseball, softball and basketball.

Assists in the construction of new open space facilities, including clearing, grading, drainage, and foundation work.

Keeps records of work completed.

PERIPHERAL DUTIES

Performs custodial work such as required and assigned, including: change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop, shampoo and steam clean carpets; buff non-carpeted areas; dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; sweep; empty ash cans; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; dust furniture; wash windows, walls, metal and woodwork; clean rain gutters; sweep roofs.

Performs backup duties for related positions, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and;
- (B) Four (2) years of experience relating to construction, maintenance, or repair, or;
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- (B) Skill in operation of some of the listed tools and equipment.
Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State Driver's license and CDL certification with clean driving record.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment, including tractors, mowers, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; equipment including pumps, valves, filtration devices, gauges, etc; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the Village Administrator as the needs and requirements of the job change.