

POSITION DESCRIPTION

Class Title: Service 2 (after probation)

Department: Service Department Village of Mantua

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

GENERAL PURPOSE

Performs a variety of semi-skilled and skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of street and storm drainage facilities and systems along with above "Location:".

SUPERVISION RECEIVED:

Works under the general supervision of the Senior Service Worker and/or Village Administrator.

SUPERVISION EXERCISED

None generally. May serve as a lead worker over lower-level maintenance & seasonal workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with the construction, maintenance, and operation and construction activities designed to provide quality street, public right of ways, building, parks, cemetery, trails and storm drainage service.

Assists in the supervision of lower-level employees performing the duties of maintenance, construction and repair of streets, public right of ways, buildings, parks, cemetery, trails and storm drainage facilities.

Inspects and/or repairs streets, public right of ways, buildings, parks, cemetery, trails and storm drainage facilities at frequent intervals to ensure that all aspects of the systems are functioning properly.

Assists in maintaining a variety of records relating to inspections, maintenance activity, repairs, etc as directed.

Responds to complaints and service requests regarding pot holes, flooding, right-of-way problems, signals, street lights or related issues; evaluates situation; explains findings to supervisor.

Mows and maintains public rights-of way and grounds. Operates a back-hoe.

When directed contacts residents and business owners in area where services or access may be discontinued and explains when access or services will be restored.

Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor;

Cleans equipment or directs same to be done.

Operates light and medium-sized construction and power equipment, such as jack hammer, chipper, chain saw, mini excavator, vacuum truck or backhoe/loader.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling and etc.

Cuts, fits, lays, repairs, taps, cleans and flushes storm water mains, pipe, gates and fittings on repair of lines and fire hydrants.

Assists in the training of lower-level employees to increase their skills in the maintenance, construction and repair of streets, public right of ways, buildings, parks, cemetery, trails and storm drainage facilities.

Operates a variety of power construction and maintenance equipment used in the service department.

PERIPHERAL DUTIES

Serves on various employee or other committees as assigned.

Assists water or sewer crews as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and;
- (B) Four (4) 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

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street chipper, vacuum truck, street roller, powerlift, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

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.