

Village of Elm Grove

Position Description

Name:		Department:	Public Works
Position Title:	Department of Public Works General Maintenance	Pay Grade:	General Maintenance FLSA: N
Date:	February, 2022	Reports To:	Director of Public Works

Purpose of Position

The purpose of this work to perform daily maintenance on park grounds and facilities and general public works activities. The work is performed under the direction of the Public Works Director.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Perform daily and seasonal park maintenance including trash collection, opening and cleaning restrooms, pool changing rooms, preparing for daily events, mowing, ball diamond preparation, ice rink maintenance, landscape maintenance and watering.

Assistance with building maintenance, fleet maintenance and sewer maintenance.

General laborer for public works projects including forestry crews.

Assistance with Brush pick up and traffic control.

Snow removal in park, village pathways and general snow clean up.

Operates a variety of equipment including trucks, tractors, loaders, snow removal equipment/vehicles, lawn mowers and a variety of power and hand tools.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Recycle center attendant.

May participate on a voluntary basis in fire protection for the Village.

Other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent, three to five years progressively responsible public works/landscape experience, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. A valid driver's license required.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.

Ability to utilize a wide variety of descriptive data and information, such as work orders.

Ability to communicate effectively with Department employees, property owners, Digger's Hotline personnel, utility personnel, mechanics and materials suppliers.

Mathematical Ability

Ability to add, subtract, multiply and divide, calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Physical Requirements

Ability to operate equipment and machinery requiring monitoring multiple conditions and making multiple, complex and rapid adjustments, such as loaders, trucks, chain saws, hand excavation tools and mechanic's tools. Ability to coordinate eyes, hands, feet and limbs in performing highly skilled movements such as equipment operation.

Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to sustain prolonged visual concentration and ability to stand for long periods of time.

Ability to recognize and identify similarities or differences between characteristics of colors, forms, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under moderately unsafe and uncomfortable conditions where exposure to environmental factors such as temperature variations, odors, toxic agents, noise, wetness, machinery, traffic hazards, electrical currents, traffic hazards and/or dust may cause or causing discomfort and where there is a risk of injury.

The Village of Elm Grove is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date