

Village of McLean - Public Works Employee

JOB QUALIFICATION REQUIREMENTS:

Mandatory General Requirements:

- Have good communication skills in responding to citizen questions and complaints and in dealing with the public in everyday activities.
- Follow the directives issued by the Superintendent of Public Works or additional appropriate supervisor or official of the Village.
- Work within established guidelines.
- Perform repetitious tasks.
- Use and operate pick-up trucks; tractors; forklifts; lawnmowers; weed eaters; chain saws; chippers; blowers; various spray equipment; and miscellaneous power tools for turf maintenance, carpentry, painting, plumbing, and cement finishing work.

Mandatory Physical Requirements:

- The position demands frequent physical movement, requiring individuals to move from one location to another for extended periods. This may include walking, running, or other forms of locomotion. The ability to maintain stamina and physical endurance is crucial for successfully performing these tasks over prolonged periods.
- Regularly exerting force is a fundamental aspect of the position. It involves lifting, carrying, and transporting objects weighing up to fifty pounds. The frequency of these tasks necessitates a significant level of physical strength and resilience.
- Ascending and descending various structures such as ladders, stairs, scaffolding, ramps, poles, and ropes are integral parts of the position. This activity involves using feet, legs, hands, and arms simultaneously, demanding a high degree of agility and physical dexterity.
- The position also involves reading and interpreting information from water meters, written reports, and instructions. This requires a good level of literacy and the ability to comprehend technical data accurately.
- Recording water meter readings, documenting information, and summarizing events are essential writing tasks. Accuracy and attention to detail are vital to ensure that all records are precise and reflective of the actual readings and occurrences.
- There are additional physical and mental abilities that may be required for the position. These can vary depending on specific job requirements but generally include problem-solving skills, cognitive flexibility, and other physical capabilities.

General Duties:

- Road Surface Maintenance: Repair, replace, patch, crack seal, and maintain road surfaces owned by the Village.
- Drainage Facilities Maintenance: Repair, clean, install, and maintain culverts, storm sewers, sanitary sewers, gutters, ditches, and other drainage facilities owned or maintained by the Village.
- Property Upkeep: Perform hand mowing, mowing, and trimming of the various properties owned or maintained by the Village.
- Waste Disposal: Collect and appropriately dispose of compost brush and landscape waste.
- Street Sweeping: Sweep streets to maintain cleanliness and safety.
- Water and Sewerage Systems: Read meters and assist in the operation and maintenance of the water and sewerage distribution systems.
- Park and Property Maintenance: Maintain, repair, and clean the Village Park and other Village properties.

- Housekeeping Duties: Perform routine housekeeping duties such as tasks and requirements associated with the general care of the Village buildings and grounds.
- Straighten, erect, and clean Village traffic signs to ensure readability and compliance with safety standards.
- Service, make minor repairs or adjustments, or conduct maintenance on Village equipment to keep it in optimal working condition.
- Perform normal security measures by ensuring all equipment, tools, materials, and property of the Village are maintained and secured.
- Prepare, complete, and maintain necessary paperwork for operations affiliated with Public Works duties and responsibilities.
- Work overtime as required to complete tasks and projects.
- Work weekends and odd hours when necessary to meet operational demands.
- Perform minor construction projects including carpentry, concrete work, and janitorial services.
- Assist with code enforcement related to garbage, brush, trees, etc., to ensure compliance with Village regulations.
- Have knowledge of and be familiar with all safety policies, procedures, requirements, or lawful safety directives required for the job.
- Perform all tasks while properly utilizing, wearing, or adhering to all safety policies, procedures, requirements, or lawful safety directives.
- Work with and assist, where appropriate, other governmental bodies or private entities that perform work on behalf of, oversee, or work with the Village.
- Adhere to and comply with any lawful personnel policies, ordinances, resolutions, or other actions of the Village Board of Trustees, or administrative or supervisor directives.

Classifications:

Due to the various duties and responsibilities of the Public Works Department, and the various requirements that may be necessary to complete some of those duties and responsibilities, these are the following worker classifications within the Public Works Department:

*Class B – Potable Water

*Class 4 - Wastewater

*If you currently do have these licenses, the village is willing to send you to school.

Residency:

Shall reside within twenty-five (25) miles of the Village corporate limits unless otherwise specified by an agreement with the Board of Trustees.

Salary/Benefits:

Starting salary – minimum \$43,000 annually. Higher based on previous experience and qualifications.

Benefits: Health, Life, PTO, Holidays

During the probation period of 90 days, employees are expected to demonstrate their capabilities and meet the job requirements to ensure they are a good fit for the role.