



VILLAGE OF LINCOLNSHIRE

Job Description

Title: General Maintenance-Utilities
Department: Public Works
Division: Utilities
Date: January 2023
Classification: Non-Exempt

Note: This job description describes a general category of jobs. To meet the needs of Village government, its departments, and community, employees may be assigned other duties, in addition to or in lieu of any of those described below, and any duties are subject to change at any time.

GENERAL DESCRIPTION

This position is responsible for the construction, operation, care and maintenance of the municipal water and sanitary sewer system. Employees perform daily monitoring, operating, tasks and control of the Villages utilities and stations. Utilities staff also operate a variety of equipment in the construction, operation, repair, maintenance and replacement of the Village's water and sewer systems. This is an ON-CALL (24/7 emergency response) position.

SUPERVISION RECEIVED

Work is performed under the direction of the Utilities Superintendent.

SUPERVISION EXERCISED

May be required to supervise contractors and seasonal laborers as needed.

ESSENTIAL DUTIES (Required)

- Participates in afterhours emergency call outs.
- Collects IEPA water samples for laboratory testing.
- Routine operation, maintenance, and repair of sanitary sewer system including lift stations.
- Routine operation, maintenance and repair of potable water system including water mains, water services, hydrants, pumps, and valves and other water system equipment.
- Repair water main breaks.
- Routine operation, maintenance and repair of emergency generators located at pump stations.
- Determine proper configuration of equipment and traffic control devices at construction sites.
- Calculate and order required materials. Inspects, installs and/or repair water meters and related equipment.
- Responsible for water shut offs.
- SCADA (Supervisory, Control and Data Acquisition) system basic knowledge.

- Basic technological skills (computers, printers, smart devices)
- Operate snow removal equipment as needed.
- Participates in hydrant flushing.
- Participates in other Public Works tasks.
- Performs construction site inspections for utility installations or improvements.
- Performs J.U.L.I.E. utility locate requests.
- Performs related job tasks and duties as requested or required.
- Prepares and maintains various maintenance records and reports.
- Ability to work as part of a team or individually.

CONTACTS OUTSIDE OF DEPARTMENT

Personnel in other departments, residents, other municipalities, vendors, and contractors.

TOOLS & EQUIPMENT USED

- **Vehicles:** half-ton, one- or two-ton dump truck with or without snowplow, pickup truck with lift gate, backhoe, street sweeper, front end loader, aerial lift truck, small tractors and forklift.
- **Machinery:** power drill, power saw, dollies, pallet form, chain saw, hammer, shovel, ladder, compressor, chipper, roller, sewer flusher, volt ohm meter, meg ohm meter, dial calipers, dial indicator, amp meter, general office equipment.

PHYSICAL DEMANDS

Lifting, pushing, pulling, or carrying of objects up to 100 lbs. occasionally, under 50 lbs. frequently; raking, digging for extended periods. Work may also consist of working in all types of weather, standing, bending, twisting, kneeling, squatting, crawling, reaching, climbing, and grasping. Must have dexterity sufficient to manipulate objects as small as 1/4". Hearing and speaking ability sufficient to understand radio transmissions and converse both in person and over the telephone. Must be able to work in a variety of environmental conditions. May be required to work, continuously, for long hours in emergency situations. Frequently performs physically demanding work for sustained periods of time.

WORKING ENVIRONMENT

Moderately noisy office working conditions, must be able to work in extreme temperature variations, in wetness, dryness, confined and enclosed spaces, in noisy locations, around plant pollen, chlorine, grass and leaf particulates, around dust, cleaning compounds, paints, thinners, varnishes, gasoline, diesel fuel and oils, works in outside elements 70% of the time. Must be willing to work in potentially hazardous areas and in a variety of weather conditions with exposure to other elements. Subject to possible exposure to hazardous materials and infectious agents; ability to perform work requiring close, distance, peripheral, and color vision capabilities. Must be able to meet attendance requirements and twenty-four (24) hour emergency call-out requirements.

MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED

EDUCATION

Requires knowledge, skills and development equivalent to a high school diploma or GED. Requires possession of a valid Illinois Class D Water Operator's License. (Class C Water Operators License preferred).

KNOWLEDGE, SKILLS, AND ABILITIES

Requires knowledge of construction and heavy equipment operation and operation of a variety of hand and power tools. Ability to operate general office equipment including personal or mobile computers. Requires a Class B Commercial Driver's License with air brake endorsement. Must have knowledge of general construction, repair, and maintenance principles, methods and techniques of water and sewer system repair, maintenance, and installation. Knowledge of how to operate general equipment, machinery and tools used in construction activities including heavy duty equipment, proper operation, and care of heavy duty construction equipment; equipment operations; occupational hazards and property safety procedures to prevent hazards.

Must have two years' experience working with water distribution systems, sanitary sewer systems, or underground construction. Must have ability to read and write reports, correspondence, instructions in English; must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone; must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone or over a radio.

Revised: January 2023
BHW