



Village of Oblong Public Works

Job Description

Position: Building and Grounds Keeper / Utility Technician

Accountable to: Public Works Superintendent

Primary Objective of Position

To perform and complete maintenance projects involving Village streets, alleys, parking lots, water system, sewer system, parks, buildings and all other village owned property and equipment. This job is a 40 hours per week position. This job requires a rotating “on call” duty with a 20 minute maximum response time, occasional overtime work and or flexible hours as needed. This is a safety sensitive position which requires the employee to be enrolled in the random drug and alcohol testing program.

Requirements, Desirable Knowledge, Skills and Abilities

- A High school diploma or equivalent is required.
- Reading, writing and basic math skills is required.
- Possess or have the ability to obtain a Class C Illinois driver’s license and the ability to drive or operate various types of equipment.
- Possess or have the ability to obtain a State of Illinois herbicide applicators license with Right of Way category designation.
- Possess the ability to obtain any necessary regulatory agency certifications.
- Knowledge of equipment and tools used on the job and the ability to perform minor repairs to facilities and equipment as required.
- Knowledge and ability to maintain the overall cleanliness of Village owned facilities and surrounding grounds.
- Knowledge and ability to perform maintenance and repairs of buildings and grounds in the Park areas.
- Knowledge and ability to install, make repairs or perform regular maintenance on the Public Water Supply System, Wastewater System, Storm Sewer System, Street System and Park areas.

- Ability to work in Public Works office as a collector/receptionist on occasion. Computer knowledge and the ability to learn reading and billing programs.
- Possess the ability to follow directions and/or work independently, be a “team player” and be eager to learn and complete tasks in a timely manner.
- Possess the ability to maintain an effective working relationship and communicate effectively with the superintendent, other staff members and members of the community.
- Perform any and all other tasks as assigned by the Superintendent.

Essential Duties and Responsibilities included, but are not limited to the following:

- Responsible for overall cleanliness of Village owned facilities including, but not limited to sweep floors, mop, vacuum carpet, buff, strip and wax floors as needed. Clean windows and empty trash containers, change light bulbs, maintain restrooms, kitchen, hallways and offices. This position is also responsible for exterior snow removal at the Municipal Building.
- Responsible for maintenance and repairs of parks, buildings and equipment, restrooms, mowing, trimming, trash removal, landscaping, tree planting and herbicide application and etc.
- Responsible for assisting in the maintenance and repair of the water distribution system including main lines, service lines and meters, hydrants, valves, pumps, meters and related equipment.
- Responsible for assisting in the maintenance and repair of the wastewater collection system including main gravity lines, force mains, manholes, lift stations, wet wells, pumps and related equipment.
- Responsible for assisting in the maintenance and repair of streets including culverts, ditches, storm sewers, sidewalks, signs, storm clean up, fall leaf pick up and snow removal.
- Responsible for maintenance and repair of all village owned equipment, grounds and facilities.

Work Conditions

- This position requires the physical ability to perform essential duties of the job.
- Outdoor work in all kinds of weather, many times in awkward positions and dangerous places.
- Abnormal hours for emergencies and snow removal.
- Heavy Lifting
- Working with hazards of fumes, machinery, climbing, excavations, etc.
- This is a safety sensitive position which requires the employee to be enrolled in the random drug and alcohol testing program.

Hours

- This job is a forty (40) hours per week position. This job requires a rotating “on call” duty with a twenty (20) minute maximum response time, overtime work and or flexible hours and split shifts as needed.

Salary & Benefits

- This position receives a full benefit package including a Health Insurance plan, IMRF pension plan, paid holidays and paid vacation time.
- Salary range is \$18 to \$19 per hour based on knowledge, qualifications, and experience.
- This position will be on a probationary period for 1 year, with evaluations at 3-month intervals. Pay raises at 6 month and 1 year is at the Village Board of Trustees discretion. After 6 months, employee will receive 5 sick days and 2 personal days.

