

DEPARTMENT

Public Works Street Department
Mendota, IL

JOB TYPE

Full-Time

SALARY & BENEFITS

Starting wage is \$23.19. Benefits include health, dental, vision, life, vacation, and retirement through IMRF.

Job Summary

The Mendota Street Department performs general manual work in the operation, repair, maintenance and construction of municipal and public works equipment, physical and support systems, and all other public infrastructure, and facilities as assigned. The Mendota Street Department position will respond to call outs for emergency situations such as storm sewer backups, flooding from rain events, snow removal, etc. The Mendota Street Department position will assist with completing minor facility maintenance and repair and assist the utility division with JULIE locates, water distribution repairs, and other tasks as needed.

POSITION CONTEXT:

The Mendota Street Department position is under the direct supervision of the Street Superintendent in the Streets Division of the Public Works Department. This is a full-time position and will work 40 hours per week. This position will include evenings, weekends, holidays and emergency call outs as necessary.

The position will remain open until filled.

Essential Functions

- Repairs, replaces, and patches concrete, asphalt, and other street surfaces. Repairs culverts, storm sewers, sidewalks, curbs, and other drainage structures.
- Performs landscape maintenance duties such as mowing, trimming, weed whipping, seeding, fertilizing, debris removal, snow shoveling and de-icing, brick and cement work, irrigation installations, and repairs.

- Performs tree planting, pruning, and removal in City parkways. Plants new trees and mulches. Prunes trees to ensure safety of residents while complying with proper arborist instructions for proper tree growth. Remove trees by cutting down in whole or in piece depending on size and location of tree.
- Responds to call outs for scheduled rotations and emergency calls for emergency repairs and weather-related incidents.
- Operates large trucks up to 55,000 gross vehicle weight (GVW) and small trucks for snow plowing/salting, leaf pickup, hauling of materials, etc.
- Performs minor repairs and maintenance of traffic signals. Stripes traffic lanes as needed.
- Performs minor electrical repairs.
- Installs, repairs, and erects streets signs. Digs post holes and sets or pulls posts as needed.
- Interacts with residents and business owners regarding nature of repairs or installations, effects on services, length of repairs, etc. Completes yard repairs as needed.
- Assists the Utility Divisions with tasks such as JULIE locates, water distribution repairs, and other tasks as needed.
- Assists with facilities maintenance, repairs, and renovations such as painting, light bulb and fixture replacement, moving of equipment/furniture, grounds maintenance, etc.
- Maintains a variety of records (paper and computerized) relating to inspections, maintenance activities, water supply, treatment, consumption, etc.

OTHER JOB FUNCTIONS:

- Assists in the set-up and clean-up of City events including setting out trash receptacles, putting out barricades, putting up banners, and breaking down/cleaning up of events, etc.
- Works as flagger for crew working in traffic.
- Performs routine inspections and preventative maintenance on assigned equipment and reports defective or equipment in need of repair.
- Performs other tasks and duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge of principles, practices, terminology, equipment, materials and operating procedures for the maintenance and operation of modern public works facilities.
- Ability to work effectively with supervisors, staff members, elected officials, property owners, residents, contractors, and the general public.
- Must have effective verbal and written communication skills and the ability to understand and follow complex verbal and written instructions.
- Ability to add, subtract, multiply, divide, and compute rates, ratios, and percentages.
- Knowledge of standard safety procedures and precautions and the ability to recognize hazards and report to immediate supervisor.
- Ability and willingness to learn and expand knowledge base and take on new tasks.
- Ability to work independently and handle field assignments with minimal supervision and the ability to work with others in a team environment while exercising good judgment and initiative.
- Ability to operate instruments, tools and equipment that are job related.
- Knowledge or the ability to learn the geographic regions of the city.
- Ability to operate heavy construction equipment and trucks of 55,000 GVW.
- Ability to drive to and from work sites.
- Ability to respond to call outs and act in a timely manner.
- Ability to work extended periods of time for consecutive days during emergency and weather-related situations.
- Knowledge of computer hardware and applicable computer software utilized within public works operations or the ability to obtain proficiency.

Minimum Qualifications

Education:

- High School Diploma or equivalent required.
- Valid driver's license.
- Possession of a valid CDL Class B State of Illinois permit within 60 days of hire. Ability to acquire a CDL Class B State of Illinois license within an agreed upon timeframe (estimated at 6 months from hire). Ability to obtain tanker endorsement as requested.
- Forklift certification or the ability to obtain in an agreed upon timeframe.

Experience:

- Experience in street maintenance, water/sewer maintenance, equipment maintenance, construction maintenance, snow removal or related experience preferred.
- Working knowledge of MS Office (Word and Excel) and experience with computer software used in public works operations or the ability to obtain proficiency.

Supplemental Information

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- This position will routinely work outdoors and be exposed to all types of weather conditions. While working outdoors the person in this position will routinely stand for prolonged periods of time, stoop, kneel, bend, climb, crawl or crouch to reach items and maneuver/navigate all types of terrain including uneven terrain and slippery surfaces. Work will include climbing stairs and ladders and occasional work at heights/depths of 10 to 80 feet above or below the ground. This position will also need to reach with hands and arms to load and unload trucks and balance or climb into a truck and may work in confined and awkward spaces.
- This position will maintain prolonged periods of concentration while driving a truck during snow and ice control operations.
- The position will routinely lift, move or carry objects or tools weighing up to 75 pounds.
- Physical working conditions include exposure to noise, dust, grease, smoke, chemical fumes, solvents, toxic agents/chemicals, electrical currents, machinery, traffic hazards, vibrations, and all types of temperature conditions.
- The position requires the ability to see close, at a distance and with a peripheral vision as well as adjust vision focus and distinguish objects and colors. The position also requires the ability to hear ordinary conversation, such as questions from residents, as well as other sounds, including the back-up alarm on trucks and other equipment, etc.

EQUIPMENT USED:

- General office equipment including tablets, personal computers, printers and cellular phones.
- General equipment used for public works/construction purposes, including dump truck up to 55,000 GVW(with or without plow), small and large maintenance vehicles, bucket truck, backhoe, front-end loader, mechanized

broom, snowplow, bob cat, jackhammer, common and specialized hand and power tools and other maintenance equipment.

- Personal Protection Equipment (PPE).

ADDITIONAL INFORMATION:

- Completes on-call rotations as scheduled. Maintains availability for phone contact and responds to call out notifications.
- Responds to pending snowstorms and other weather-related events as emergency response personnel.

This position has been identified as performing safety-sensitive functions through the Department of Transportation and Federal Motor Carrier Safety Administration and will require participation in the random drug and alcohol testing program as a condition of employment.

STATEMENT OF OTHER DUTIES DISCLAIMER:

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.