

CITY OF NILES

Job Description

MAINTENANCE WORKER / EQUIPMENT OPERATOR

Department: Public Works
Division: Street Division
Supervised By: Public Works Director and/or Public Works Superintendent
Supervises: NA
FLSA Status: Non-Exempt

General Summary:

Perform manual labor, construction, repair, maintenance, or service of City streets, sidewalks, curbs, gutters, sewers, parks, and other municipal facilities. Work involves the safe and efficient operation of various kinds of special automotive and/or light and heavy power-driven equipment.

Essential Job Functions:

The duties listed are intended only for illustration of the various types of work that may be performed by an employee in this position. The omission of specific statements of duties does not exclude them from the positions if the work is similar, related, or a logical assignment to the position. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Operate automotive and light and heavy power-driven equipment including trucks, dump trucks, asphalt spray patching equipment, tractors, sewer cleaning machines, loaders, backhoes, leaf vacuums, etc., and any other related equipment used in the construction, repair, and maintenance of streets, parks, sewers and other municipal facilities.
- Assist in servicing and making repairs and adjustments to City vehicles and equipment.
- Participate in snow and ice removal and activities involving plowing, hauling, and shoveling snow; salting roads. Operate all related snow removal equipment as assigned.
- Inspect sewers for conformance with city standards; operate sewer rodding and cleaning machines.
- Perform general manual labor tasks including trimming, removing, and planting trees; cutting of brush and weeds; fall leaf removal; cleaning and repairing of sewers, catch basins, inlets, ditches, creeks, and other drainage facilities.
- Assist cemetery staff as necessary
- Perform building and grounds maintenance work including painting and carpentry.
- Perform related work as assigned.

Required Knowledge, Skills, Abilities, and Minimum Qualifications:

The requirements listed are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- A High School education or equivalent.
- Possession of a valid CDL license with Class B and air brakes endorsements highly desired.
- ASE Certified Mechanic certification highly desired.
- Recent experience in the public works field desired.
- Knowledge of and mechanical aptitude regarding the operation and maintenance requirements of various types of automotive and power-driven equipment and vehicles.
- Ability to understand and follow oral and written instructions.
- Able to perform manual labor under various weather conditions.
- Ability to work safely.
- Capacity to work effectively with other employees.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

While performing the duties of the job, the employee is regularly required to talk or hear. The employee frequently is required to sit, use hands to finger, handle, or feel and reach with hands and arms. The employee is regularly required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move items of heavy weight. Specific vision abilities required by this job include good vision and the ability to see color.

While performing the duties of this job, the employee regularly works in the field. While at work the employee may be exposed to fumes or airborne particles, outside weather conditions and moving mechanical parts and/or machinery. The noise level can range from moderate to loud depending on the project site and nature of the work being performed.

Approvals	Date
Department Head Initials	
City Administrator Initials	