

POSITION DESCRIPTION

POSITION TITLE:	Part-Time Maintenance	DEPARTMENT:	Public Works
GRADE LEVEL:	Hourly	LOCATION:	Public Works
FLSA STATUS:	Non-Exempt	UNION:	AFSCME
EEO CATEGORY:	Laborers and Helpers	PREPARED DATE:	06/04/2019

GENERAL PURPOSE

Assist with the various daily needs of the department regarding cleaning, stocking, trimming, inspecting and maintaining the building and its content.

SUPERVISION RECEIVED

Works under the supervision of the Crew Foreman

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Cleans and sanitizes offices, lunchroom, storage rooms and washrooms (3 levels)

Cleans and maintains the safe condition of all floors/stairs in the Public Works building

Treats and removes all oils and grease accumulation on the shop floors

Inventories and stocks all cleaning supplies, oil absorbents and other items as needed

Washes windows

Picks up and removes debris and trash in and around the Public Works facility

Empties and cleans all trash receptacles and wall mounted ash trays

Trims and maintains facility landscaping

Uses snow blower and de-icing chemicals to maintain safe facility walkways

Inventories, inspects and maintains all department fire extinguishers

Performs daily and monthly safety inspections of the entire building and reports directly to Superintendent

Must meet a 25-mile residency requirement

PERFORMANCE APPTITUDES

Equipment, Machinery, Tools and Materials Utilization – Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools and/or materials used in performing essential functions.

Functional Reasoning – Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

TOOLS AND EQUIPMENT USED

Cleaning supplies, gloves, broom, rake, trimmers, snow blowers, mowers

PHYSICAL DEMANDS

Summary:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job typically requires physical activity, such as stooping, bending, lifting heavy objects and climbing ladders/stairs.

Walks, sits, stands, bends, lifts, climbs ladders and/or stairs. Moves continually during working hours. Is subject to lifting over 50 pounds with or without assistance.

Use hands to finger, grasp, handle, or feel objects, tools, or controls, and reach with hands and arms.

Hepatitis vaccine is required.

WORK ENVIRONMENT

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

The noise level in the work environment is moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, background check, physical examination and job related tests may be required.

I have read this job description in its entirety. I understand that the duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

I further understand that this job description does not constitute an employment agreement by the Village of Alsip and is subject to change by the Village as the needs of the Village and requirements of the job change.

Printed Name of Employee

Employee Signature

Date

Department Supervisor Signature

Date

Department Head Signature

Date