

TOWN OF CORTLAND

JOB TITLE: **General Maintenance Public Works**

JOB DESCRIPTION APPROVED: April 24, 2023

REVISED:

JOB LEVEL:

- I (Full-Time, 36-40 Hours Per Week, Full Benefits)
- II (Part-Time, Minimum of 999 Hours Per Year, Maximum of 35 Hours Per Week, Limited Benefits)
- III (Part-Time, Maximum of 80 Hours Per Month or 999 Hours Per Year, No Benefits)

OVERTIME ELIGIBILITY:

- Exempt
- Eligible (Non-Exempt)
- Not Eligible

SALARY TYPE:

- Water/Wastewater/Streets and Properties (Public Works)
- Supervisory
- Non-Supervisory

QUALIFICATIONS:

Education and Experience:

- A. Graduation from High School or GED equivalent.
- B. Valid State of Illinois driver's license
- C. Two (2) years of responsible maintenance, construction, or repair experience or any equivalent combination of education and experience.
- D. Valid State of Illinois Class B CDL driver's license with air brake endorsement, or the ability to obtain one within six (6) months of employment.

DUTIES/RESPONSIBILITIES: Including but not limited to:

- A. Repairs, replaces, inspects, and patches concrete, bituminous and other street, and sidewalk surfaces.
- B. Repairs, replaces, inspects culverts, storm sewer lines, catch basins, manholes, and other drainage structures.
- C. Be available in case of emergency call out situations.
- D. Cleans, repairs, and erects signs; digs post holes and sets or pulls posts.
- E. Operates, maintains, repairs, and cleans large and small trucks for snow plowing, hauling, and removal or ice and snow control operation.
- F. Maintains Town trees and parkways and parks.
- G. Maintains, cleans, repairs Town streetlights and sidewalks.
- H. Performs semi-skilled labor in connection with the maintenance, construction, and development of open space, buildings, structures, landscaping and Town facilities.
- I. Cares for and maintains turf, trees, shrubs, and flowers.
- J. Trims trees, mows, chips branches, picks up litter/trash, trims weeds as part of turf maintenance.

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- K. Responsible for individual and co-worker safety and the maintenance of a safe work environment.
- L. Effectively resolves problems or emergency situations, which arise might arise during completion of tasks.
- M. Performs the operation, cleaning, maintenance, repair and replacement of water mains and wastewater mains and related equipment such as valves, well house, water towers, lift stations, reclamation facilities, pumps, and fire hydrants.
- N. Performs meter maintenance, in-house troubleshooting and repairs, removal, and replacement of meters, reading of commercial and residential accounts, maintenance of b-box and main valve vaults, recording of b-box locations and vault locations.
- O. Performs operation, maintenance, and calibration of pumps, liquid chemical feeders, filters, electric motors and starters, VFD starters and other water and wastewater pumping equipment to ensure Environmental Protection Agency (EPA) requirements and regulations.
- P. Determines locations of Town owned utilities and other utilities before excavation.
- Q. Ensures the proper inspection and routine maintenance of equipment and tools by cleaning and checking equipment after use, reports defects or needed repairs to the Director of Public Works.
- R. Responds in a timely, efficient, and safe manner to all public and Town service requests.
- S. Provides support to other Town departments as needed.

REQUIRMENTS/NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- A. Knowledge of equipment, facilities, methods and procedures in maintenance, construction, and repair.
- B. Skill in operation of the listed tools and equipment.
- C. Ability to read, write, and understand English.
- D. Ability to work in confined spaces, work in strenuous manual labor conditions for extended periods under unfavorable climatic conditions, ability to lift heavy objects up to 75 pounds, ability to walk and stand for long periods of time; ability to establish and maintain effective working relationships with employees, other departments, supervisors and the public.
- E. Safely work with chemicals such as chlorine and fluoride, taking precautions to guard self, surrounding persons and utilities.
- F. Ability to obtain additional water, wastewater, and other certifications and licenses as assigned.
- G. Ability to effectively and courteously work and communicate with other employees and the general public.
- H. Available 24 hours a day for response to emergency situations, including weekends and holidays.
- I. Submit to pre-employment drug testing and physical examination as condition of employment.
- J. Submit to random drug and alcohol testing.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, floating work platforms, dump truck, pickup truck, utility truck, backhoe, bobcat, saws, pumps, generators, mowers, chipper, common hand and power tools, detection devices, construction equipment and various lab equipment.

AUTHORITY FOR JOB: Hired by the Mayor.

IMMEDIATE SUPERVISOR: Director of Public Works

Employee Acknowledges Receipt of and Agreement With This Job Description:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

PLEASE SUBMIT COPIES OF REQUIRED LICENSES AND PERMITS WITH THIS REPORT.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.