

VILLAGE OF HAMPSHIRE JOB DESCRIPTION

Title: Department of Public Works – Laborer

Department: Department of Public Works

Summary of Duties

Performs a variety of manual work tasks associated with the maintenance, repair and construction of streets, water and sewer systems, vehicle and building maintenance and other activities.

Work Environment

Work is generally performed on site; generally required to work outdoors in a variety of weather conditions which may be adverse at times. Work will be near moving mechanical parts and frequently involves wet and/or humid conditions and vibration. Hours may include early morning, late night or weekend hours dependent on workload factors in addition or normally scheduled work hours. Noise level in the work environment can be loud.

Operates a variety of equipment which may include hand tools, power tools, light and heavy equipment, light trucks and CDL vehicles.

Has frequent contact with other Village personnel; has occasional contact with contractors, residents and the general public; interactions require courtesy and tact.

Errors could result in a danger to health and safety, loss of Village assets, injury to one's self or others, damage to buildings and equipment, loss of revenues and poor public relations.

Essential Functions

The essential functions or duties listed below 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.

Performs a variety of tasks associated with the maintenance, repair and construction of Public Works assets to include the following:

When Assigned to the Street Division:

Assists in the construction, maintenance and repairs of roads, streets and bridges which includes but is not limited to laying out and lining roadways, paving and sealing roads, patching potholes, etc.

Assists in maintaining traffic markings, in erecting and repairing signage, in painting lines and curbs, etc.

Assists in the construction, maintenance, repair and cleaning of drainage systems.

Sets-up a work zone with appropriate signs and cones that is compliant with required safety guidelines.

Plows and removes snow using CDL and or non-CDL vehicles and equipment; sands, salts and chemically treats roadways, parking lots and sidewalks using non-CDL vehicles and equipment.

Operates dump trucks, trucks with attachments such as snowplows, spreaders and or winches, air compressor, hammer, roller, compactor, brush chipper, vacuum excavator, street sweeper

Determines and marks the locations of street light wiring, water, wastewater, storm drain lines from the appropriate sources prior to excavation.

Performs a variety of routine and repetitive tasks for the maintenance, care and upkeep of fields, grounds, structures and facilities.

Mows, waters and repairs right of way, parkway, field and park areas; trims trees and shrubs; removes weeds as appropriate.

Assists in constructing, maintaining and repairing structures and sidewalks; builds forms for concrete structures; may mix, pour and finish concrete.

Clears vegetation, brush, storm damage and debris which may involve the use of chain saws, hand tools and related equipment.

Operates vehicles and equipment in accordance with prescribed safety methods and procedures.

Is responsible for the care, cleaning and maintenance of equipment; reports vehicle and equipment problems to a supervisor.

Repairs hydrants, valve boxes, operates sewer cleaning equipment.

Is expected to work overtime during emergencies, storm and adverse weather conditions and perform off-duty personnel call-out tasks as assigned.

May be assigned various tasks associated with Public Works work.

When Assigned to the Utility Division:

Maintains the supply and distribution of the drinking water system including well house and treatment plants, hydrants, valves, b-boxes and elevated water storage tanks.

Maintains and installs water meters and MXU devices and performs water shut offs and turn ons.

Participates in the Public Works Department's SCADA call duty program including holiday and weekend coverage.

Maintains and performs maintenance of wastewater treatment plant machinery and equipment.

Assists licensed Water and Sewer Division personnel in water or wastewater-related construction and repair projects.

On a rotational basis, performs various weekend utility duties to assure the Village drinking water and wastewater treatment systems remain in compliance with operations requirements.

Performs similar or related work as directed, required or as the situation dictates.

Physical Requirements

Frequent moderate to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds; occasionally required to comfortably lift/carry objects weighing up to 70 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm; occasionally required to sit, talk and hear.

Additional Requirements: Hampshire is looking for individuals possessing characteristics of integrity, punctuality, and self-motivation. Also, individuals should be competent in technical skills, safety orientation, problem solving, and teamwork. Experience is preferred but not required. Individuals will be trained in all aspects of day to day operations

Pay Rate: Starting hourly wage of \$15.86 - \$16.82. Placement within range depends on experience, education and training. This full-time, permanent position with eligibility for a comprehensive benefits package including health, dental, basic life/accidental death and dismemberment insurance, retirement plans, employee assistance program and a variety of voluntary benefits. Pre-employment drug testing and completion of a successful background check is required as a condition of employment.

Interested candidates should submit a completed employment application to the Village Clerk at Village Hall, 234 S. State Street, Hampshire, IL 60140 or to fax to 847-683-4915. Position will remain open until a suitable candidate is found and position is filled.

The Village of Hampshire is an equal opportunity employer. Employment with the Village of Hampshire is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, sexual orientation, gender identity and/or expression, genetic information, veteran status, national origin, citizenship status, marital status, mental or physical disability of any other legally protected status. Applicants requiring reasonable accommodation to the application/interview process should notify the Village Clerk.