



VILLAGE OF HINSDALE POSITION DESCRIPTION

POSITION: Crew Worker
DATE: February 9, 2018
DEPARTMENT: Public Services-Water Division
REPORTS TO: Water/Sewer Supervisor
FLSA STATUS: Non-Exempt
STARTING SALARY: \$49,157.47/annually

Position Purpose

Performs a variety of maintenance and repair tasks appropriate to the particular assigned function. May rotate to any Public Services division including, but not limited to, water/sewer, roadway, forestry, horticulture/parks and building maintenance.

Supervision Exercised

None. May serve as lead worker when assigned.

Job Duties

Essential Functions:

- Works as flagger for crew working in traffic.
- Inspects, maintains and monitors water/sewer pumps, filters. Maintains, repairs and replaces valves, hydrants and meters.
- Installs, maintains and repairs water meters. Assists in meter reading. Performs water service turn ons/off.
- Repairs water main breaks. Performs excavating, trenching and shoring.
- After hour S.C.A.D.A computer monitoring required upon learning operating procedures.
- Locating of Village owned utilities.
- Performs snow and ice removal from streets and sidewalks.
- Performs parkway restoration: maintains and repairs streetscape and landscape treatments requiring debris removal, mowing, weed whipping, planting, pruning, seeding, fertilizing, brick and cement work, irrigation installations and repairs.
- Maintains right-of-way turf and ornamental landscaping. Mows, weeds, prunes, mulches, waters as required. Restores parkways after maintenance repair activities.
- Performs brush/trash collection. Operates truck for brush/trash collection and manually picks up brush and loads in chipper.
- Restores roadways and parkways after maintenance repair activities.
- Performs set-up, break-down, and clean-up for Village events, festivals and functions including setting up stages, making trash boxes, putting out barricades, putting up banners, and breaking down/cleaning up same at completion of festival.

- Installs and removes holiday decorations on ground, in trees, on light poles, etc.
- Operates all tools and equipment needed to perform job duties while adhering to all safety rules and practices. Reports all accidents and injuries according to Village Safety policy and procedure.
- Responds to inquiries and complaints, responds to emergencies and resolves service requests.

Marginal Functions

- Performs Community Pool maintenance.
- May train less senior Crew Workers and seasonal Crew Workers on Public Services operations.
- Perform other duties as assigned.

Environmental Factors

The work environment generally includes the outdoors, operating a vehicle and working in a garage setting. The noise level is occasionally loud. The incumbent is subject to inclement weather conditions, working in high traffic areas, working near moving mechanical parts, high levels of noise for an extended period of time and exposure to chemicals, fumes or disagreeable odors.

Physical Requirements

Occasionally required to sit; use hands to touch, handle or feel; reach with hands and arms and talk and hear. Frequently required to stand, walk, lift, climb, stoop, kneel, crouch or crawl. May lift and/or move up to 100 pounds. Specific vision abilities include close vision, distance vision, depth and the ability to adjust focus. Occasionally works at heights/depths of 75 feet above or below ground.

Knowledge, Skills and Abilities

Knowledge and skill in use of tools commonly used:

- End loader
- Rototiller
- Chainsaw
- Backhoe
- Mower
- Forklift
- Dump truck (with and without plow)
- Weed whip
- Skid Loader
- Street/Sidewalk Sweeper
- Salt Spreader
- Brush Chipper
- Steamroller
- Hedge Trimmer
- Pavement Saw
- Jackhammer
- Blower
- Jetter/Sewer equipment

- Vactor Operations
- Table saw
- Radial Arm Saw
- Drill Press
- Air Compressor
- Fire Extinguisher
- Hydrant Operation
- All basic hand held and hand tools including shovels, axes, rakes, brooms, hammers, screwdrivers, wrenches, etc.
- Knowledge in water/sewer, roadway, forestry, horticulture and building maintenance procedures.
- Occasional contact with other Village staff, outside contractors and residents; must be able to communicate verbally and demonstrate good customer relations.
- Ability to read water/sewer map atlas.
- Ability to train others in proper Public Services operations.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.

Position Requirements

- Graduation from high school or GED equivalent
- Two to three years maintenance work experience preferred
- Valid IL Class B CDL required within 6 months of hire
- **Must** be available for emergency call-ins
- Moderate computer skills required
- Class C Water license, Certified Pool Operator, Certified Safety Operator preferred

Safety

- Becomes familiar with and observes all applicable safety and security policies/procedures
- Immediately reports all unsafe conditions and acts to supervisor
- Reports all accidents to supervisor immediately
- Recommends improvements to safety and security practices
- Obeys and adheres to all safety rules and work practices

Benefits

This position participates in the Illinois Municipal Retirement Fund (IMRF). This position includes full medical, dental and vision insurance benefits.

Process

The selection process includes an application process, interview process, drug screening and background check. The position is open until filled. The position is expected to be filled as soon as the interview process and background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago

Hinsdale, IL 60521, e-mail: hr@villageofhinsdale.org. Visit www.villageofhinsdale.org/jobs for a job application. The Village is an EOE employer.