

**VILLAGE OF MANTENO
JOB DESCRIPTION**

**STREET AND ALLEY WORKER #3
SEASONAL HELP**

Department: Street and Alley Department
Salary Range: Minimum Wage
Job Classification: Part-time/Seasonal, Non-exempt
Work Hours: Days – 7:30 a.m. – 4:00 p.m.
Benefits:
Reports to: Superintendent of Public Works
Experience & Training: Minimum of high school diploma or equivalent; be 18 years of age, and have a valid Illinois Driver's License; preferred Commercial Driver's License. Related work experience or vocational training is highly recommended.
Village Board Approval:

ESSENTIAL DUTIES:

Maintain grass using mowers and other trimming equipment.

Repair streets and alleys using “hot” and “cold” patch procedures.

Perform painting through out the village as required.

Operate a pick-up truck and other small-motorized vehicles.

Operate motorized power tools including but not limited to: drills, saws, jack hammer, etc.

Operate chipper during the weekly brush pick up.

Perform trimming of trees and bushes.

Install street signs throughout the village including but not limited to: regulatory signs, address signs, etc.

Perform general street and alley activities including but not limited to sweep streets and erect barricades.

Operate Village vehicles for hauling and spreading gravel and asphalt.

ADDITIONAL DUTIES:

Sweep and maintain Village buildings.

Perform basic carpentry and electrical tasks.

Assemble park and recreation equipment.

Perform basic repairs and maintenance on equipment such as but not limited to mowers, saws, trimmers, hydraulics, etc.

Perform basic maintenance such as but not limited washing, cleaning , checking fluid levels of Village vehicles and equipment.

Operate street striper.

Additional duties as assigned by Village Board.

ADDITIONAL QUALIFICATION REQUIREMENTS:

Language Skills: Ability to read and interpret operating instructions and guidelines. Ability to effectively communicate both verbal and written information to co-workers, supervisors, and citizens.

Mathematical Skills: Minimum skills of high school algebra or equivalent courses. Must have the ability to apply concepts such as fractions, percentages, ratios, and proportions to situations.

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

While performing the duties of this job, the employee is regularly required to sit, stand, walk, bend, reach, balance, push, pull, and frequently lift/carry loads up to 50 pounds. Employee will be required to use hands, handle or feel objects, tools, or controls. On occasion, the employee is required to lift objects over 50 pounds, climb ladders or steep inclines and be exposed to chemicals.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics while performing the essential functions of this job are typical for an outdoor environment. Employee will be exposed to all outdoor weather conditions including wind, heat, cold, rain, wet and/or humid conditions. On occasion, employee will be exposed to dust, gas, fumes, hazardous materials and high noise levels. Outdoor work sites may also expose employee to marked changes in temperature, uneven walking or driving surfaces.

Safety: The individual will perform duties in a safe and efficient manner. Any incidents involving personal or property damage will be immediately reported to his/her supervisor. The individual will maintain equipment and work area in a neat and orderly manner.

Required Safety Equipment: Certain functions may require protective eyewear, protective ear-wear, protective headwear or protective clothing. The Village will provide any safety equipment that is necessary to perform the essential job functions.

Equipment Used: Including, but not limited to: powered mowers, powered equipment, hand tools, tractors, utility vehicles, string trimmers, pick-up.

I have read and understand the duties required for this position. I (DO / DO NOT) meet the qualifications and (DO / DO NOT) have the ability to perform the essential job functions of this job. Accommodations necessary for me to perform the essential functions would include the following:

Applicant's Signature

Date