

TOWN OF CORTLAND

JOB TITLE: **General Maintenance Public Works Seasonal Temporary**

JOB DESCRIPTION APPROVED:

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 Illinois driver's license

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. Cleans, repairs, and erects signs; digs post holes and sets or pulls posts.
- D. Maintains Town trees and parkways and parks.
- E. Maintains, cleans, repairs Town streetlights and sidewalks.
- F. Performs semi-skilled labor in connection with the maintenance, construction, and development of open space, buildings, structures, landscaping and Town facilities.
- G. Cares for and maintains turf, trees, shrubs, and flowers.
- H. Trims trees, mows, chips branches, picks up litter/trash, trims weeds as part of turf maintenance.
- I. Responsible for individual and co-worker safety and the maintenance of a safe work environment.
- J. 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.
- K. Provides support to other Town departments as needed.

(Continued)

REQUIRMENTS/NECESSARY KNOWLEDGE/SKILLS/ABILITIES:

- A. Ability to read, write, and understand English.
- B. Ability to operate instruments, tools, and equipment that are job-related.
- C. 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.
- D. Ability to effectively and courteously work and communicate with other employees and the public.
- E. Submit to pre-employment drug testing and physical examination as condition of employment.
- F. Submit to random drug and alcohol testing.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, floating work platforms, pickup truck, 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.