

VILLAGE OF RIDGEWAY

Job Description

Facilities Maintenance and Repair

Position: Facilities Maintenance and Repair

Department: Village Public Property

Reports to: Clerk/Treasurer and Board of Trustees

Employment Category: On Call, Part-time, Non-exempt

Schedule: Part-time - An average of 25 hours a week with possibly more in the summer and less in the winter

Job brief:

A skilled maintenance worker that performs upkeep tasks such as repairs and cleaning. Responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional. Preparation and setup for all community events. Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of small equipment in the construction, repair, maintenance, and replacement of commercial building systems and infrastructure of the village.

Essential Skills, Knowledge, and Abilities:

Maintenance experience and solid technical knowledge with the ability to read and interpret manuals and technical specifications. Duties require manual dexterity and physical stamina. Reliability, self-direction, initiative, and a keen eye for detail are important for success in this position.

Essential Duties and Responsibilities:

- Assist in the maintenance and smooth operation of all village public property
- Perform regular cleaning activities such as dusting, mopping, bathrooms etc.
- Perform minor fixes such as repairing broken locks, filling gaps in walls, water pipe leaks etc.
- Check control panels and electrical wiring to identify issues
- Install appliances and equipment
- Do garden/yard upkeep by mowing lawn, collecting trash etc.
- Conduct maintenance tasks such as replacing light bulbs
- Inspect and troubleshoot equipment and systems (e.g. ventilation)
- Check functionality of safety systems (e.g. fire alarm)
- Collaborate with workers and other professionals during renovations, repairs, or other work
- Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use
- Drive trucks of various sizes and weights along with loading, hauling, and unloading of various equipment and sand, gravel, dirt, etc.
- Drive trucks and equipment during snow plowing and snow removal
- Available On-Call 24/7 (i.e.: Winter Emergencies, Severe Weather, Water Main Breaks, etc.)
- Works independently after receiving tasks and is expected to make reasonable on-the-job practical decisions.
- Keep log of work completed, seasonal tasks completed, and provide monthly work reports for the village board

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Minimum Experience and Qualifications:

- High School Diploma or Equivalent
- Proven experience or other similar position
- Experience using hand and electrical tools
- Basic knowledge of HVAC, plumbing and electrical systems
- Ability to read technical manuals
- Effective communication and interpersonal skills
- Physical stamina and dexterity

Special Requirements:

- Possesses or ability to obtain a Commercial Drivers License

Physical Requirements:

- Must be able to lift 50 pounds and operate heavy machinery in day and night conditions
- Must be able to twist, bend, turn, and stretch repeatedly
- Manual dexterity and ability to operate hand tools safely

Additional Expectations

- Participates in cleaning storm drains and inlets.
- Participates in installing, removing, and replacing traffic signs; street parking stall and crosswalk striping.
- Operates truck with snow plow or salt spreader; operates pickup, dump truck, backhoe and other motorized equipment.
- Professionally assist Village residents, concerned citizens, or contractor with any complaints. Report problems to the Clerk/Treasurer. Follows directions from Village Board.
- Performs other work as assigned.
- Provide detailed monthly reports of work performed and areas of concern for village board review
- Public Relations - highly visible work activity (i.e. Snow Plowing, performing street maintenance, etc.)

Position Description Qualifiers and Employer Reservation of Management Rights:

The duties enumerated above are intended only as illustrations of the various types of work that may be performed. This is not a detailed or complete listing of all duties and responsibilities. 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.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the position change.