

**VILLAGE OF ADDISON  
PUBLIC MAINTENANCE WORKER 2 – FORESTRY  
PUBLIC WORKS DEPARTMENT,  
DIVISION OF ELECTRICAL AND FORESTRY**

**Summary of Position and Duties:**

The Human Resources Division of the Village of Addison is accepting applications to fill one (1) vacancy in the at-will, F.L.S.A non-exempt, full-time position of Public Maintenance Worker 2 in the Public Works Department, Division of Electrical and Forestry. Under direct supervision, this person performs a wide variety of manual tasks involving electrical and forestry projects in the Village, as well as related tools and equipment. The Public Maintenance Worker 2 works 40 hours a week, 7:00am to 3:30pm, Monday – Friday. Will be required to work weekends, holidays and overtime to complete job requirements, as well as be on 24-hour call when necessary. The Public Maintenance Worker 2 designation is not entry level. Therefore, to be considered for this position, all applicants must possess a minimum of two (2) full years of work experience as an I.S.A Certified Arborist. Further, the candidate must obtain an Illinois Pesticide Operator or Applicator License within six (6) months of employment. Once obtained, the employee must successfully maintain the Pesticide Operator or Applicator's License, including the Certified Arborist credentials, for the duration of their employment. Candidates must have the required knowledge, training, and expertise to perform proper tree care safely. While incorporating experience, Best Management Practices, recognized industry standards, Integrated Plant Health Care, and International Society of Arboriculture standards.

The primary responsibility of the Public Maintenance Worker 2 will involve, but not be limited to:

- Performs general grounds maintenance activities for the care and grooming of trees, shrubs, lawns and plants to include planting, application of mulch, pruning, spraying and watering, the removal of weeds, raking and disposal of leaves and parkway restoration.
- Performs tree care tasks of planting, pruning, health care, removal, felling, inventory, and brush clearing.
- Acts in support of Electrical and Forestry staff on duties, such as but not limited to: street-light maintenance, troubleshooting, service, repair, and installation from the ground and aerial truck, underground cable troubleshooting, locating, repair, excavation, installation, and control panel troubleshooting, service, repair, maintenance, installation, responding to varied electrical emergencies indoors and outdoors in all weather.
- Documents extensively via mobile and desktop applications to include time management, work order documentation, inventory, written communication, report writing, and requisitions.
- Performs physical tasks as required in the pruning and removal of trees, loading logs and tree materials into trucks, loaders and brush-chippers for the disposal of branches and tree parts, as well as mechanical cutting, shovel excavation for planting activities and underground utility repairs.
- Operates various equipment such as chain-saws, cut-off saw, brush chipper, stump-grinder, front-end loader, backhoe, aerial lift vehicles and dump trucks for the removal and installation of trees, excavation of utilities, installation of streetlight poles and foundations, parkway grading and restoration.
- Operates spraying equipment for the application of chemical substances used in the care and maintenance of plants and trees to stimulate growth or control weeds, diseases and pests.
- Assists in the street snow and ice removal program as well as assists in the repair of streets, water-main breaks and sanitary sewer back-up calls as needed.

- Performs maintenance on tools and equipment such as chainsaws, blowers, hand- tools, streetlight luminaires, electrical cables, pond aerators, and others as required by the Division.
- Responds to emergency calls 24-hours a day, seven (7) days a week.
- Ability to safely and properly operate vehicles, hand-tools, power tools, and equipment involved in Division operations and perform said duties in strict accordance with the Department/division SOP/safety manual; may serve on departmental safety committee.
- Ability to recognize electrical hazards.
- Assists other workers with department operations ensuring assigned tasks are completed accurately, timely, safely, and according to instructed operating procedures. Also assists other workers in specified area(s) of expertise in the operation, instruction and implementation of safe working practices in the operation of all necessary equipment and tools; and, assists with the general preventative maintenance work and repairs on equipment. Maintains buildings, grounds, and related equipment.
- Must wear all required safety equipment (i.e., gloves, ear plugs, etc.) for the duty at hand according to department, equipment and regulatory specifications; report near miss accidents; comply with proper P.P.E. usage and follow required JSA's; attend all required Village and department training; perform vehicle and work area evaluations (CDL Inspections) according to department specifications and as required on a daily basis; initiate training topics or issues as needed.
- Loads and unloads stock and materials delivered and maintains an accurate inventory of materials and equipment.
- Acts as an intermediary with Village residents concerning service complaints, writes follow-up reports and maintains necessary records, if needed, prepares required reports and records. Provides said service to customers in a timely, professional and courteous manner.
- May supervise, as a participating lead worker in the absence of the Supervisor or a Public Maintenance Worker III, a work crew engaged in performing the duties of the Division.
- Employee must enter all jobs performed and the time to perform said jobs, on a daily basis, into the Public Works asset management software program, using a tablet or computer. This includes, but is not limited to: creating work orders from assets, adding a sub-task to a work order, adding photos to a work order, adding assets to existing work orders, including a valid address in a location, adding valid and complete crew comments to work orders, changing status of a work order, adding employees, materials, and equipment to a sub-task, populating dates and times in a sub-task, checking for work orders assigned to the employee, reporting problems with selecting any assets, and adding additional time to the employee's time-sheet as needed.

**All applicants must meet the following minimum requirements to be an eligible candidate for this position:**

- Must possess a high school diploma or equivalent.
- Must possess a minimum of two (2) full years of work experience as an I.S.A Certified Arborist. Must maintain valid I.S.A Certified Arborist credentials throughout employment as a condition of further employment. However, successfully maintaining such credential does not guarantee continued employment.
- Must possess a valid Illinois CDL Class 'A' with tanker and air brakes endorsements, free from incidence that may result in license revocation or suspension. If the applicant does not have a valid CDL, they will be required to possess one within six (6) months of hire in order to remain employed

by the Village of Addison. However, successfully maintaining such credential does not guarantee continued employment.

- Ability to work nights, weekends, and holidays, along with any expected/unexpected overtime that may be mandatory.
- Ability to pass a personal interview, physical and drug screen when applicable.
- Be able to successfully utilize Microsoft Office software programs (i.e., Word and Excel), as well as, be capable of successfully performing extensive data-entry on desktop and mobile devices.
- Must be able to obtain an Illinois Pesticide Operator or Applicator License within six (6) months of hire as a condition of continued employment. However, successfully maintaining such credential does not guarantee continued employment.
- Experience in successfully dealing with the public on a very frequent basis, including the ability to handle irate, difficult and demanding customers with professionalism and courtesy.

## **ADA COMPLIANCE**

### **Physical Skills and Abilities Required:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger or handle shovels, rakes, and hand held tools; feel a surface for texture; reach with hands and arms; balance; climb up or down a ladder, hill, stairs, or into a truck; stoop, kneel, crouch, or crawl at ground level, talk or hear on the phone or in person. Must be capable of turning, twisting, bending, and squatting for frequent but short, periods of time in order to reach for and then use equipment. The employee must frequently lift, push, pull and/or move equipment up to 50 pounds and occasionally lift, push, pull and/or move weight of up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Employee must be able to properly wear full and half mask respirators when the work task requires it.

The employee must be available and present for work as scheduled; be available for call-out 24 hours a day, 7 days a week; and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

### **Work Environment Factors:**

Ability to work under conditions that require exposure to environmental factors such as temperature and noise extremes, odors, toxic and/or caustic chemicals and agents, wetness, moving parts, fumes, risk of electrical shock, frequent vibration and disease. This exposure may cause some discomfort and presents a risk of injury. The noise level in the work environment is usually loud.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

### **Salary:**

The salary, annual range for this position is **\$67,932 – \$94,034**. The Public Maintenance Worker 2 will receive a very competitive benefit package and work 40 hours per week, plus any required overtime.

### **Required test and screenings:**

The candidate selection process consists of: a review of the candidate's past work experience/skills and a personal interview. Successful candidates must successfully pass all required screenings and tests administered, when applicable, in order to be a candidate for this position. However, passing all required screenings/tests and completing a personal interview does not guarantee hire by the Village, as the ultimate decision to hire anyone is at the sole discretion of the Village of Addison.

## **IMPORTANT NOTICE – SUBMISSION OF APPLICATION**

Applications can be obtained at the Village Hall either in the Administration Department, Room 2100, or

downloaded from the Village's website at [www.addisonadvantage.org](http://www.addisonadvantage.org). Applicants will be notified by letter of the test date for this position, where applicable. All completed applications must be directed to the Director of Human Resources/Risk Management, either via regular mail at 1 Friendship Plaza, Addison, Illinois 60101, emailed to [voajobs@addison-il.org](mailto:voajobs@addison-il.org) or submitted personally to the Administration Department, Room 2100 of the Village Hall by no later than **5pm, February 17, 2023**. Also, applications submitted after the deadline will **NOT** be accepted. Only one (1) application per person, per testing cycle is accepted.

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION.**

**Equal Employment Opportunity**

Please refer to the Village of Addison website: [www.Addisonadvantage.org](http://www.Addisonadvantage.org), Division of Human Resources Section, to review a copy of the Village's policy on Equal Employment Opportunity.

**IMPORTANT DISCLAIMER FOR POTENTIAL APPLICANTS:**

Applicants with disabilities, who need accommodations in order to complete any portions of the application/test, should contact the Human Resources Division at 630-693-7504.

**\*\* IMPORTANT - APPLICANTS PLEASE READ\*\***

To avoid conflicts of interest and the appearance of favoritism or bias and to enhance supervision, security, and morale, the Village of Addison believes it advisable to prohibit the employment of relatives in a direct supervisory relationship or to prohibit having two (2) relatives employed in the same department/division. In addition, this policy bars the hiring or employment of an employee's relatives in any position that would:

- Have the potential for creating an adverse impact on work performance; or
- Create either an actual conflict of interest or the appearance of a conflict of interest, such as the relative having an auditing or control relationship to the employee's job.

“Relatives” (including blood/step/in-law/adopted/legal guardian) are defined as spouse, mother, father, sister, brother, child, uncle, aunt, grandparent, grandchild, or any individual with whom an employee has a close personal relationship, such as a domestic partner, co-habitant, or significant other. The same prohibitions apply to employees who marry, cohabitate, or become related by marriage. The provisions of this policy are not limited to personal or familial relationships amongst supervisors, managers, and subordinates. The policy also includes personal and/or familial relationships between individuals working as peers in any department when such relationship actually disrupts the operation of the department or the Village.