



Date Developed:	April 2023
HR Review Date:	

JOB DESCRIPTION/JOB POSTING
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

DEPARTMENT:	Public Works Agency
DIVISION:	Public Services Bureau - Greenways
POSITION TITLE:	Public Works Maintenance Worker I
JOB TYPE:	
PAY GRADE/RANGE:	PW22 \$32.877-\$38.226
FLSA STATUS:	Non-Exempt
CIVIL SERVICE STATUS:	Non-Exempt
OPENING DATE:	
CLOSING DATE:	

*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for the range.

NATURE OF WORK:

This is a full-time, entry-level Public Works Maintenance Worker I position involving on-the-job training to perform various unskilled and semi-skilled maintenance work and operate various equipment within the Public Works Agency. This position will be scheduled to work weekend hours. Employees may use hand and power tools such as drills, brooms, power washers, rakes, and shovels. Tasks require employees to work outdoors for most of the workday. Work is often performed in heavy traffic, requiring employees to be alert to avoid accidents or personal injuries. Employees may be assigned tasks of a similar or higher-level classification to gain experience and training in preparation for advancement. This position requires scheduled and unscheduled overtime for snow and ice control, emergencies, and special projects, including weekends and holidays. Personal protective equipment such as hardhat, safety glasses, reflective vests, gloves, steel-toed shoes, earplugs, and other protective equipment is worn. This position requires 24/7; 365-day availability and coverage of scheduled and unscheduled overtime for emergencies, snow and ice control, and special projects.

ESSENTIAL FUNCTIONS (Specific assignments will include some or all of the following):

- Collects refuse and recycling within all business districts and city parks.
- Unloads hand and power equipment from vehicles.
- Uses broom or operates a vacuum machine to clean streets, curbs, and sidewalks in business districts or under viaducts and on bridges; operates gasoline-powered hand-held blowers to move leaves; rakes and shovels leaves into containers, trucks, or into piles to be picked up by front-end loaders.
- Picks up litter in public areas; loads debris into containers and empties containers, paints park benches, garbage cans, and removes graffiti.
- Plants, transplants, fertilizes, mulches, waters, and prunes City park grounds, shrubs, bushes, and trees; prunes shrubs using hand or electric pruners.
- Remove weeds around flower and shrub beds by hand or by using weed cutters, prepare soils by operating power or hand tools and equipment such as an aerator, roller, rototiller, shovel, or rake.
- Sows grass seed by hand or with mechanized equipment; unloads and lays out sod; delivers soil, compost, wood chips, and other materials to work site and shovels, rakes, and levels materials; rakes and mulches leaves.
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- Safely operates public work equipment and tools of various sizes with different attachments.
- Drives a pick-up truck to plow snow and spread salt.
- Drives a dump truck to transport materials; operates controls in truck cab to dump and spread materials on surfaces.
- Operate class B commercial vehicles.
- Operate small riding mowers and other ATV-style equipment.
- Maintain sports fields by grading, lining, edging, and raking on a regular basis.
- Prepares outdoor ice rinks for use by flooding designated areas on a regular basis during the skating season, both at night and during the day.
- Assists crew leader in the maintenance of the right of way, parking lots, and other city property.
- Checks equipment and performs preventative maintenance and minor repairs.
- May assist in other divisions on an as-needed basis.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Possession of a high school diploma or a GED.
- Must possess a valid driver's license.
- Must be able to obtain and maintain an Illinois Class B CDL driver's license with air brakes endorsement within 6 months of employment.
- Must be willing and able to obtain a State of Illinois Pesticide Operator's certification within eighteen months of employment and maintain it as a condition of employment.
- Basic knowledge of the safe operation of hand and power tools.
- Some knowledge of the operating instructions and safety aspects of public works equipment.
- Ability to understand and follow verbal and written instructions.
- Ability to read and communicate effectively both orally and in writing.
- Ability to satisfactorily complete tasks without close supervision.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, other employees, and the public.
- Ability to complete NIMS Incident training, ICS100, ICS200, ICS700, and ICS800 within 18 months
- Ability to use Executime for attendance & payroll information and other city software as required.

PHYSICAL REQUIREMENTS OF WORK:

- Ability to exert up to 50 pounds of force occasionally, up to 20 pounds frequently, and up to 10 pounds of force constantly to move objects; ability to move heavy objects (100 pounds or more) short distances.
- Ability to work outdoors in various weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures, humidity, and other uncomfortable conditions.
- Ability to use all equipment and power tools required to perform assigned tasks efficiently.
- Ability to focus on small and distant objects, recognize the depth of objects, lift, bend, kneel, sit, or stand for long periods of time, work in confined spaces, and work outdoors at night with limited lighting.
- Ability to walk or navigate over rough, uneven, or rocky surfaces.
- Ability to work around chemicals, asphalt products, concrete, vehicle or equipment fumes, gasses, dust, and dirt while following safety guidelines.
- Ability to work on job sites with elevated noise levels and vibrations.

SUPERVISION:

Work is performed under the general direction of a supervisor or crew leader. Assignments may vary from day to day depending on the season and work requirements. Instructions, either verbal or written, are in the form of the project to be completed, with the employee's work reviewed through ongoing observation, written and verbal communications, meetings, and feedback from the supervisor and other department employees. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standards. Additional guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules, and OSHA.

PUBLIC CONTACT:

The employee has regular contact with other City employees to schedule work and equipment. The employee will work with other departments in the course of inspections which may include police, fire, and health, as well as other departments or divisions. The employee has occasional contact with the public to answer questions, give information, as well as to explain work programs and specific assignments; some contact may be of a difficult nature; the employee has to use judgment as to when to refer community members to a supervisor or other management and administrative staff.

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.

The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY).