



EMPLOYMENT OPPORTUNITY
Maintenance I - Forestry
(2 positions available)
Public Works Department

Posting Date: 09/13/2024

Closing Date: 09/30/2024

COMPENSATION

In accordance with Collective Bargaining Agreement for Teamsters 700 members.
2024 Starting Step of \$28.9269/hr (\$60,168 annual)

Full benefits including health/dental/vision insurance, IMRF pension, retirement savings options.

HOURS AND SCHEDULE

6:30 a.m. through 2:30 p.m. Monday through Friday (8 hour shift - 40 hours per week) with schedule subject to change and may include Saturdays and Sundays.

POSITION SUMMARY

Maintenance I workers provide public services to the residents of Hoffman Estates by performing unskilled and semi-skilled tasks in the routine repair and maintenance of Village streets, rights-of-way, including trees, street lights and traffic control signs, storm drainage system, facilities, grounds, water and sewer system, vehicles and equipment using a wide variety of equipment and tools. Participates in snow removal operations. Participates in other assigned activities. Responds to and interacts with residents, employees and/or others within and outside the organization in a courteous, professional and effective manner.

Previous experience in Forestry/Grounds/Landscaping is highly desired for our current openings.

REQUIRED COMPETENCIES

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

- Ability to carry out work assignments or instructions without close supervision.
- Ability to perform laborious/physical assignments ranging from simple to demanding and complex. Move, remove, and replace heavy objects; use heavy tools and/or equipment, weighing up to 100lbs. such as manhole covers, sacks of cement, gravel, etc.
- Ability to keep accurate records.
- Ability to effectively resolve problems or emergency situations which arise during the completion of assigned tasks.

- Display working knowledge of construction methods, practices and procedures.
- Ability to understand and follow oral and written instructions.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships with other employees, supervisors, and other departments.
- Ability to read, write, speak, and comprehend the English language.
- Ability to perform maintenance on Village assets in confined spaces or with a ladder or high lift.
- Ability to learn locations of Village subdivisions and streets.
- Working knowledge of tree chippers, highlift, mowers, hand tools, confined space entry equipment, cut-off saw, table saw, plate compactor, hammer, lute, mall, pick, broom, shovel, bow saw, pruning shears, chain saw, sprayer, watering tank, weed eater and pumps.
- Proficiency in use of motor vehicles; snow blowers; hand power tools such as a saw, drill and drill hammer; vacuum cleaner, etc., telephone and calculator.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Trims trees, mows turf, chips branches, picks up litter/trash and whips weeds for program maintenance or emergency/hazard maintenance. Repairs, replaces, and patches concrete, asphalt and other street surfaces; repairs culverts, storm sewers, curbs and other drainage infrastructures; fills in shoulder ruts with dirt or gravel. Cleans, repairs, and erects street signs; digs post holes and sets or pulls posts; repairs guard fences; installs safety devices and stripes traffic lanes. Participates in building and grounds maintenance and water and sewer system repairs.
- Operates large and small trucks for hauling materials. Completes activity reports in an efficient manner. Remains attentive to Public Works related problems observed while driving in the Village or at a work site and brings problems to the attention of supervisor.
- Operates large and small trucks for system operations and for snow plowing/salting. Work may be performed outside of normal scheduled work hours.
- Participates in a program of preventative maintenance of hand and power tools, specialized equipment and vehicles used to perform assignments by checking proper fluid levels, lubrication, lights, air pressure, etc. to ensure safe operations.
- Operates and properly maintains all tools, vehicles and equipment needed to perform the essential job functions and responsibilities listed above.
- Participates in ongoing department and job responsibilities cross training programs.
- Performs tasks and follows instructions in a manner that ensures personal safety and the safety of others.
- Isolates areas in need of repair by closing valves, assisting with the repairs and flushing mains in the repair area. Hauls dirt from work sites; restores work site to original condition. Participates in the annual distribution valve exercising program; maintains valve boxes and vaults; maintains records of locations of valves.
- Performs maintenance and repair and/or replacement of system fire hydrants; flushes hydrants and performs annual inspections and lubrication; repairs leaking or damaged hydrants; adjusts hydrants to proper grade; rebuilds hydrants and internal operating mechanisms; restores surface area to original condition after digging.
- Maintains sewage collection system by performing mainline flushing and root cutting; removes mainline blockage using specialized equipment; maintains manholes; assists excavation crews for replacing cracked or crushed pipe.
- Performs meter maintenance, troubleshooting and repairs, in-shop testing and rebuilding. Replaces meters and outside readers; reads commercial and vault meters; maintains b-box

and meter vaults and records of b-box and vault locations; inspects new construction installations. Updates maps as necessary.

- Ability to respond to emergency call-outs on a 24-hour, 7-day basis; fulfill assigned duty established on a rotating basis for emergency work which occurs after normal working hours including weekends.

EDUCATION, EXPERIENCE AND COMPUTER SKILLS

- High school graduate or GED.
- Six month related experience in maintenance/construction/landscaping/forestry.
- **Additional experience in forestry/grounds/landscaping is highly desired.**
- **Arborist certification is highly desired. Other forestry related education or certifications are a plus and will be considered.**
- Class B CDL required within three (3) months from date of hire.
Requires Class A CDL with tanker endorsement to be obtained within six months of employment, if needed to meet department needs.

FOREIGN LANGUAGE SKILLS Fluency in a foreign language is a plus

TO APPLY

Submit a Village employment application on the Village website:

www.hoffmanestates.org/employment

(Resume may also be included with application)

Background check, physical and drug screen required upon offer.

The Village of Hoffman Estates is an Equal Opportunity Employer and complies with all applicable Federal, State and local laws regarding employment.