

Village of Ephraim Position Description

Date of Issue/Revision: 5/25/2018

DEPARTMENT: MAINTENANCE

TITLE: MAINTENANCE – LEAD WORKER

STATUS: FULL TIME – HOURLY- NON -EXEMPT

ACCOUNTABLE TO: PUBLIC WORKS SUPERVISOR, VILLAGE ADMINISTRATOR, AND VILLAGE BOARD

FUNCTION: Coordination and implementation of maintenance and repair of Village facilities including but not limited to properties, grounds, and roads as needed and directed by the Public Works Supervisor.

JOB DUTIES

I. ESSENTIAL

A. Exercises oversight, coordination, and completion of tasks necessary for the efficient operation of the Village of Ephraim.

B. Reporting

1. Assist in coordinating accurate tracking of expenditures against the department's yearly budget with respect to daily operations. Provide Public Works Supervisor necessary financial information (PO's, invoices, bills, receipts...) as directed
2. Work with Public Works Supervisor on scheduling and satisfactory completion of village projects .This may require occasional coordination with the Physical Facilities Committee and or the Village Board.

C. Cooperation

1. Work with Public Works Supervisor on scheduling needs based work within all areas of village responsibility.

D. Building/Property Maintenance

1. General Maintenance of all village infrastructure including basic repairs and sanitation.
2. Maintenance of village parks and grounds
3. Collection and proper disposal of Village generated garbage/recycling materials

E. Guiding Principals

1. Work to maintain the picturesque and historical appearance of the Village of Ephraim
2. Work to maintain an attitude of continuous improvement in all areas of responsibility
3. Because many duties are performed in a public setting it is essential that employees maintain a friendly and helpful attitude and decorum with the public and other employees

4. It is expected that all duties and responsibilities be performed in accordance with a cooperative and respectful attitude towards all concerned.

II. Skills and Additional Duties

A. Maintenance

1. Duties include but are not limited to (carpentry, woodworking, painting, roofing, landscaping, road maintenance, tree trimming, routine vehicle maintenance)
 - a. employee must be able to see, hear, feel, talk, write, and respond to the written and/or verbal directions of the Public Works Supervisor
 - b. employee must have a good working knowledge of general maintenance skills, equipment, and safety requirements
 - c. employee must be able to work outdoors in difficult working conditions
 - d. employee must be able to safely use power tools such as mowers, string trimmers, saws, drills, sanders, grinders, etc
 - e. employee must be able to lift and carrying heavy loads of materials, tools, and debris
 - f. employee must be able to work above ground on ladders and scaffolding
 - g. employee must be able to sit, kneel, bend ,stoop, stand, walk, or climb as required to complete the project at hand
 - h. employee must be able to coordinate the activities of other employees of the department
 - i. employee is strongly encouraged to avail himself/herself of available training and opportunities to obtain certifications in Wastewater Operations, and other training in support of village operations.
 - j. Other duties as assigned by Public Works Supervisor

MINIMUM QUALIFICATIONS

- A. Organizational skills to maximize time spent
- B. Good working knowledge of building trade and maintenance skills
- C. Good working knowledge of equipment usage and safety requirements
- D. Ability to implement instructions without continuous supervision
- E. Ability to work well with the public

EDUCATION/TRAINING/EXPERIENCE REQUIRED

- A. High school diploma or equal
- B. Experience with maintenance and common maintenance related equipment
- C. Previous experience in a leadership role