

VILLAGE OF WESTFIELD CENTER

JOB DESCRIPTION

JOB TITLE: Village Operations and Maintenance Employee

REPORTS TO: Village Superintendent

ESSENTIAL FUNCTIONS:

Mowing Village Property:

Have a working knowledge and ability to operate riding and walk-behind mowing equipment and other grounds care equipment

Snow Removal:

Must be able to operate the following equipment -- 10-ton plow truck w/spreader, 3/4-ton pickup with plow, snow blower, riding blower/broom, hand shovel

Wastewater Treatment Plant:

Laboratory analysis
Plant operations
Equipment maintenance
Distribution system maintenance

Other Essential Functions:

Operate backhoe

Cemetery:

Ability to locate proper sites utilizing Village maps
Dig grave site
Operate dump truck during removal and restoration of site
Dig footings for headstones, build forms, place concrete and finish

Storm Drain System:

Removal of debris from grate system
Removal of debris from catch basin

Village Park:

Ballfield preparation
Maintenance

JOB SPECIFICATIONS/EXPERIENCE/CERTIFICATION/EDUCATION:

High school diploma required or GED

Job-related experience preferred

Valid driver's license and acceptable driving record

CDL preferred

Knowledge of EPA requirements for a wastewater treatment plant

Perform other functions as assigned to enhance the overall effectiveness, efficiency and productivity of the department.

Welding skills desirable

Ability to follow verbal, written instruction

Ability to communicate using telephone & radio

PHYSICAL REQUIREMENTS (Must be able to do the following):

Operate Village-owned vehicles and equipment

Perform work using ladders, scaffolding and other elevated areas

Perform duties in extreme weather conditions

Hand shovel dirt, snow and other construction materials

Work on hands and knees for extended periods

Lift a minimum of 80 lbs. to shoulder level