

## **The Village of Fall Creek Position Description**

<b>Position Title:</b>	Seasonal Public Works Operator	<b>Department:</b>	Public Works
<b>Term</b>	Up to 3 months (term may be extended)	<b>FLSA:</b>	Non-Exempt
<b>Last Update:</b>	April 2024	<b>Reports To:</b>	Director of Public Works

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### **Purpose of Position**

Under the supervision of the Public Works Director, helps to support and maintain Village of Fall Creek's facilities, equipment, and grounds; assists with projects as needed and directed.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Complete work orders related to repair, construction and maintenance of the Village's parks streets, water, sanitary sewer, and storm water utilities.
- Complete work related to repair, construction, and maintenance of Village owned buildings.
- Performs a variety of general groundskeeping duties including but not limited to raking, weeding, trimming grass, trees, hedges and shrubs.
- Operates all grass cutting, mowing, edging, and trimming equipment.
- Assists in preparing athletic fields for daily use, includes dragging, watering, leveling bases, screening field, lining, sweeping dugouts, cleaning bleachers and park areas.
- Completes various maintenance and construction projects as directed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

- Must have the knowledge and ability to professionally operate equipment.
- Must have the knowledge and ability to successfully operate hand tools, small power equipment, pick-up trucks, trailers, tractors, skid steer and other maintenance equipment and tools.
- Must have ability to work independently and be self-directed.
- Must have ability to follow directions.
- Must have ability to communicate effectively with co-workers, supervisor, and the public.
- Must have ability to address citizen complaints and resolve problems.
- Must have ability to perform each essential duty noted above satisfactorily.
- Ability to follow safety rules and procedures.

### **CERTIFICATES AND LICENSES**

- Must possess a valid driver's license.

### **Physical Requirements**

- There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday.

- Require sufficient mobility to work in an office and field setting. Position requires continuous moderate or occasional heavy physical activity.
- Work involves exposure to hazardous substances, potentially dangerous situations, and unpleasant work conditions such as adverse weather conditions.
- Incumbents may operate physical equipment used in the field and occasionally will transport materials and supplies weighing up to 75 pounds.
- Incumbents require the ability to travel to various locations; must be able to see in the normal visual range sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio.

## **Environmental Adaptability**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee is normally exposed to outside weather conditions.
- The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high places; fumes or airborne particles; toxic or caustic chemicals; and vibration.
- The noise level in the work environment is usually moderate but may be very loud, requiring use of hearing protection.
- The employee may be required to work weekends and evenings.

## **EOE/ADA**

The Village of Fall Creek is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

## **PRE-EMPLOYMENT DRUG SCREENING IS REQUIRED**