

Village of Mount Prospect

Mount Prospect, Illinois

VILLAGE OF MOUNT PROSPECT Winter Seasonal Maintenance Worker JOB DESCRIPTION

Department: Public Works
FLSA Class: Non-Exempt
Union: None
Employment Status: Temporary Part-Time
Position Reports To: Superintendent
Date: August 2025

I. JOB DUTY SUMMARY

Responsibilities primarily focused on all snow-related tasks, maintenance and repairs. Performs a variety of maintenance, repairs, services, and installations on all Village owned infrastructure and properties, during periods of dry weather.

II. ESSENTIAL JOB FUNCTIONS

Winter Seasonal Maintenance Workers may be assigned to any one of the three divisions Water/Sewer, Streets/Buildings, and Forestry/Grounds and may be transferred between divisions

- Heavy manual labor.
- Performs snow-related work, including operating snow plows, sidewalk plows, salting, shoveling and other tasks, as assigned.
- Perform landscaping, grass mowing, and related grounds maintenance.
- Operate hand tools such as chainsaw, road saw, jack hammer, etc.
- Maintain repair and install site furniture.
- Assist in the installation and repair of underground pipes
- Assist in placement of wet concrete involving repair or construction work.
- Assist in placement of asphalt involving patching or paving operations on Village streets and parking areas.
- Insure the proper maintenance of equipment and tools through inspections and repairs.

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- Remove dead animals from streets when required.
- Complete tear down and set-up of special events.
- Perform street repair and maintenance including, repairing manholes and sidewalks, fixing signs, and striping.
- Maintains the supply and distribution of the water system including water main breaks, pump stations, hydrants, valves, and water reservoirs.
- Maintains the separate and combined sewer systems including root cutting, flushing, televising of sewer mains, repair of manholes.
- Performs water meter installations, water shut offs and turn ons.
- Operation of light, medium and heavy equipment operation including, but not limited to; backhoe, loader, street sweeper, skid steer, dump trucks, tamper, chipper, etc.
- Performs other duties as assigned.

III. BASIC QUALIFICATIONS – EXPERIENCE AND KNOWLEDGE

Practices and procedures for safe operation of materials, machinery, vehicles and equipment necessary for street, sewer and water distribution maintenance; occupational hazards and safety precautions applicable to public works maintenance. Ability to: Read and follow work orders, use hand and power tools; follow safety precautions and recognize hazards; communicate orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

IV. EDUCATION AND TRAINING

- High School Diploma or GED equivalent.
- Provide proof of satisfactory past work-related experience in the Public Works or Construction Trades. One (1) year of prior municipal (or similar) work experience preferred.
- A valid Illinois Commercial Driver's License Class A or B, or equivalent.

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear and smell.

The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

VI. WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Public Works normal work day operations are Monday through Friday from 7:00am to 3:30pm. This position is expected to be approximately a 1000 hour assignment between the months of December and April. During emergencies, employees will be required to be available during off hours.

The work is performed primarily in an outside environment. The employee while performing the duties of this job frequently works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is moderate, except during construction situations when the noise level may be loud

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.