



CITY OF MORRISON

Department of Public Services
200 West Main Street
Morrison, Illinois 61270-2400
Phone 815 / 772-7657

City of Morrison Job Description

Department; Public Services
Position; Maintenance Worker
FLSA Status Non Exempt

The Maintenance Worker is under the direct supervision of the Public Services Director with daily supervision from the Crew Leader

Position Objective

To perform a variety of skilled and semi-skilled technical and maintenance work. The Maintenance Worker is responsible for trimming and maintenance of trees on city property, assisting in the repair and maintenance of streets, sidewalks, storm sewer system, buildings, and grounds. Additionally, the Maintenance Worker performs on-going inspection, maintenance and repair of departmental equipment and machinery. During the winter months snow removal and ice control are among the main duties. Maintenance Workers will also be required to help maintain the water and sanitary systems as well as maintenance at the wells and the wastewater plant.

Duties and Responsibilities

- Perform various standard tasks using a wide variety of manual and powered equipment which may include backhoe, street sweeper, tamper and hand tools.
- Repair curbing, storm sewers, sidewalks, catch basins and road surfaces.
- Perform basic care and trimming of trees.
- Identify and resolve Public Services issues and concerns in a timely manner.
- Install, maintain and replace all signage utilized within the City of Morrison for traffic, park and street identification.
- Operate spray paint equipment to stripe and paint crosswalks, parking stalls.
- Operate street sweeping, snow plowing equipment on all streets within the City according to established routes and procedures.
- Perform work in accordance with all federal, state and local laws, rules and regulations and within mandated and appropriate safety standards.
- Perform pothole repair and minor street repair functions.
- Place and retrieve barricades, lane cones and other traffic directional devices for emergency and event control.
- Select materials and tools needed to perform work assignments and return all tools and equipment where it belongs (cleaned and ready to use).
- Keep the Public Services Director and/or Crew Leader accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Help train new employees in the operation of equipment and safety practice.
- Shall be required to respond to afterhours calls for emergencies that involve the City of Morrison.
- Perform preventive maintenance on vehicles, equipment and tools as required.
- May be required to perform maintenance to parks that will include, but not limited to mowing, trimming, cutting, spraying of vegetation, trash removal and snow removal on sidewalks.
- Assist in the preparation and cleanup for special events.
- Perform general maintenance to buildings and facilities that will include but not limited to painting, carpentry, plumbing and electrical.
- Perform work assignments in a professional, expeditious and safe manner.
- Report all accidents, to self and/or property, and safety concerns to the Public Services Director within 4 hours of the incident.
- Employees shall represent the City of Morrison in a professional manner at all times.



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- Shall perform related, similar, or other logical duties as assigned by the Public Services Director /or Crew Leader and may require employees to perform functions beyond those contained in this job description.

Communications:

Must have the ability to actively listen to others for understanding of their needs and situations: ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must have the ability to understand and carry out written and oral instructions. Must be able to read and understand laboratory tests conducted in a wastewater treatment facility.

Interpersonal Relationships:

Must be consistent in dealing with people; must be sensitive to others problems and concerns without direct involvement, must exclude personal biases from work performance; must have the ability to accept criticism and/or discipline; must have tact and diplomacy; must strive to promote a cooperative atmosphere in the department; must have a positive attitude. Must be able to maintain cooperative working relationships with employees, various organizations and the public. Must have the ability to work safely.

Professional Attitude:

Must have commitment to the organization; willingness to take initiative; dependability; maturity in relationships with others; and self-confidence. Must represent the organization to other agencies staff and citizens with a courteous, helpful, accurate and business-like attitude in all telephone and personal contact.

Quality of Work:

Must be able to produce quality, accurate work. Must be able to detect and correct errors. Must be able to utilize work time properly and productively.

Technical Knowledge:

- Working knowledge of street maintenance and construction
- Working knowledge of maintenance and operation of heavy equipment and small engines
- General knowledge of safety practices in hazardous material handling
- Working knowledge of safety procedures in trenching work
- Working knowledge of cement handling and sidewalk construction
- Working knowledge of welding and other shop skills

Physical Abilities:

This position is subject to random drug and alcohol testing. Must have the ability to read and discern visual images on a variety of media. Must have the ability to operate computer equipment. Must be able to dead lift 75 pounds, use a shovel, various snow removal equipment, common hand and power tools, wrenches, detection devices, mobile radio, phone, calculator and a variety of lab equipment.

Required Training, Experience and Education

High school diploma or GED equivalent.

Valid Illinois Driver's License with CDL w/air brakes.