

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, Collection system maintenance

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

Other Essential Functions:

Operate backhoe

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

Welding skills desirable

Ability to follow verbal & written instructions, ability to communicate using telephone & radio

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.

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.

