



Job Description

Maintenance Technician (Non-Exempt)

Position Summary

The Maintenance Technician performs a variety of skilled and semi-skilled tasks related to the maintenance, repair, and upkeep of Village facilities, parks, streets, and equipment. This position works under the supervision of the Village Clerk/Manager and may assist with Water Utility operations under close supervision.

Education and Experience

- High school diploma or high school equivalency credential, such as the General Educational Development (GED).

Additional Requirements

- Ability to perform, with or without reasonable accommodation, physical tasks including lifting and carrying objects up to 100 lbs., climbing ladders, bending, kneeling, and prolonged standing.
- Ability to operate tools, heavy machinery, and other equipment safely and effectively.
- Willingness to attend safety training as directed by the Village Clerk/Manager.
- Ability to work both indoors and outdoors in varying weather conditions, including inclement weather.
- Ability to work outside normal business hours when required.

Knowledge, Skills, and Abilities

- Basic knowledge of institutional maintenance.
- Basic knowledge of carpentry, plumbing, and electrical systems.
- Basic knowledge of landscape maintenance.
- Knowledge of occupational hazards and safe work practices in various environments and weather conditions.
- Knowledge and experience operating heavy equipment.
- Knowledge and experience operating small hand tools and equipment.

- Ability to operate manual and automatic irrigation systems.

Major Taks and Responsibilities

- Perform Water Utility Operator tasks under close supervision.
- Maintain Village Street signs.
- Perform snow removal throughout the Village.
- Maintain and upkeep all Village facilities and roads.
- Maintain Village parks (mowing, weed removal, trash collection, trimming bushes and trees.)
- Assist with minor repairs to park equipment and improvements.
- Clean and maintain public restrooms.
- Assist with setup and takedown for Village events.
- Pull weeds, pick up trash, and maintain landscaped areas within Village limits.
- Apply fertilizer, pesticides, and herbicides as needed.
- Use various tools (shovels, rakes, saws, etc.)
- Operate tractors and other large equipment.
- Power wash facilities as needed.
- Assist with maintaining and repairing grinder pumps as needed.
- Perform other duties as assigned by Village Clerk/Manager.