

CARBONDALE TOWNSHIP HIGHWAY DEPARTMENT

1001 N. Michaels St, Carbondale, IL. 62901 (618)529-2959

JOB DESCRIPTION MAINTENANCE WORKER

The Maintenance Worker position is responsible for reporting to and taking assignment and direction from the Foreman for the repair and maintenance of the Township's roadways and right-of-ways, bridges, and ancillary improvements throughout the Township. The duties that will be performed will vary depending on the time of the year and the weather conditions.

The Maintenance Worker position is directly responsible to reporting to the Foreman or the Foreman's representative. The Maintenance Worker position is under the overall responsibility of the Highway Commissioner. Specific day-to-day or project-related duties will vary based on the time of year, work being completed, and tasks assigned. Typical essential job functions and other related job functions are listed below. Changes or additions to these can occur anytime and will occur over time as new or different equipment, policies or duties are added.

ESSENTIAL JOB FUNCTIONS

1. Working in a consistent and sustained manner with an even temperament, good attitude with willingness and preparation to complete a day's work as assigned consistent with Department policies and direction.
2. Working with other employees of the Department, contractors, suppliers and even the public to complete a project.
3. Be respectful of the public, co-workers, and supervisors. Working with fellow employees to complete the task at hand in an equal and efficient manner.
4. Taking direction from the Foreman and providing constructive feedback on conditions impacting the performance of the Township Road & Bridge system.
5. Following safe practices of conducting the work as well as looking out for fellow employees to ensure their safety. Correctly utilize all safety devices provided and personnel protective equipment. Reporting unsafe work practices, faulty equipment or accidents and near-misses.
6. Visually inspect roadways, bridges, culverts, signs, etc. for damage or maintenance activities on a daily and on-going basis and report results as needed.
7. Operation of Single or Tandem Dump Trucks will be required. This would include: 1. standard hauling and dumping including using rock spreaders which require extensive backing with mirrors; 2. with snowplows and salt spreaders in challenging weather conditions; 3. Pulling equipment trailers including the loading and unloading of equipment.
8. Operation of various types of equipment including Wheel Loaders, Tractors with mowers, Hydraulic Excavator, Motor Grader, Backhoe, etc. and be willing to become proficient using new equipment as added.
9. Operation of vibratory plate compactor without assistance.
10. Operation of Air Compressor, welder, drill press, grinders, chain saws, pole saws, weed eater and other shop and field motorized tools.
11. Frequent bending, stooping, reaching, carrying, raking, and shoveling above shoulder level and below ground level to repair road surfaces, shoulders, and slopes, to clean culverts, storm sewers, gutters, and other drainage structures, to dig ditches and other related highway maintenance work.
12. Working on uneven terrain to cut trees and brush with chain saw and axe, repair bridges and erosion.
13. This is an outside position where heat and cold, rain and snow will be factors affecting what work will be done and the conditions in which it will be done.

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14. Working in trenches to install pipe culverts.
15. Placing hot road materials in patching or concrete applications.
16. Climbing on trucks to inspect truck beds, loads, to unload pipe culverts, and other material.
17. Conduct general equipment and truck maintenance using grease, oil, and chemicals while climbing on and under the equipment as necessary.
18. Change standard and large truck tires and tractor tires.
19. Climb ladders to repair signs and bridges.
20. Removal and disposal of dead animals from roadway or right of way.
21. General miscellaneous carpentry, welding, cutting, painting, etc.
22. Lifting 50 lbs. occasionally and 10 lbs. continuously.
23. Flagger for highway work that requires standing for 4-to-8-hour shifts.
24. Handheld wand from tar pot for crack filling.
25. Must be available at night and on weekends and holidays for extended shifts including possible mandated shifts during emergency events (Flooding, Storm Recovery, etc.) and during winter weather operations.
26. Participate in on-going training, licensing and safety updates and reviews.
27. Meet the Class A CDL license requirement for employment. Failure to meet and/or maintain the CDL requirement through the duration of employment will result in immediate termination.
28. Continue to participate in the on-going drug and alcohol testing protocols of Carbondale Township without reservation at the direction of the Department. Failure to participate as directed will result in immediate termination.
29. Performs other related duties as assigned or required for highway and bridge maintenance, equipment maintenance and care.
30. Failure of job-related duties will result in either: warning, discipline, or termination of employment.

OTHER JOB FUNCTIONS MAY INCLUDE THE FOLLOWING

1. Spraying Weeds (Applicator License Required)
2. Setting grade stakes and taking roadway and bridge cross-sections using surveyor level
3. Minor body work on vehicles including sand blasting and spray painting.
4. Modify or alter vehicles and equipment.

MECHANIC SECTION (PREFERRED BUT NOT REQUIRED FOR THIS POSITION)

Service, maintenance, and repair of gasoline and diesel engines on Mowers, Compressors, Generators, Pickups, Tractors, Dump Trucks, Road Grader, Wheel Loader, Backhoe, Snowplows, Salt Spreaders, and all other miscellaneous equipment. SHOP WORK WILL INCLUDE BUT NOT LIMITED TO: Engine maintenance; equipment adjustments or alterations; lubrications; filter, belt, hose, light, and wiring replacements; tire changing; parts replacement or repair; use of cutting torch and welder; clean and paint trucks and equipment; service hydraulic systems on trucks and equipment, service air brakes on trucks.

Diagnose problems and make minor repairs in the shop and in the field to gasoline and diesel-powered heavy construction equipment and trucks as well as smaller power tools. .

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APPLICATION FOR EMPLOYMENT

*WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE,
COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY,
MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER
LEGALLY PROTECTED STATUS.*

(PLEASE PRINT)

POSITION(S) APPLIED FOR:	DATE OF APPLICATION:
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LAST NAME	FIRST NAME	MIDDLE NAME
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ADDRESS	CITY	STATE	ZIP CODE
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TELEPHONE NUMBER(S) - BEST NUMBER(S) TO REACHED	EMAIL
1.	2.

Have you ever filed an application with us before? Yes ___ No ___

Have you ever been employed with us before? Yes ___ No ___

Are you currently employed? Yes ___ No ___

May we contact your present employer? Yes ___ No ___

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes ___ No ___
Proof of citizenship or immigration status will be required upon employment

Do you have relatives that are currently employed by the Township? Yes ___ No ___

Are you available to work FULL TIME? Yes ___ No ___

Are you currently on "lay-off" status and subject to recall? Yes ___ No ___

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Do you possess a valid Class A Commercial Driver's License? Yes ___ No ___

Driver License # _____

Would you be willing to participate in a pre-employment:

Physical Exam Yes ___ No ___

Background Check Yes ___ No ___

Motor Vehicle Report Review Yes ___ No ___

On what date would you be available for work? _____

Did you receive and read the job description for this position prior to applying for the position?

Yes ___ No ___

EQUAL OPPORTUNITY EMPLOYER

EDUCATION

	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	YEARS COMPLETED	DIPLOMA DEGREE
ELEMENTARY SCHOOL				
HIGH SCHOOL				
UNDERGRADUATE COLLEGE				
OTHER (SPECIFY)				

ADDITIONAL INFORMATION

<p>SUMMARIZE ANY SPECIAL JOB-RELATED SKILLS, QUALIFICATIONS, CERTIFICATIONS, TRAINING, INTERSHIPS, ETC. YOU HAVE THAT RELATES TO THE POSITION YOU ARE APPLYING:</p>
<p>WHAT ARE YOU GOOD AT AND WHAT TYPE OF WORK DO YOU ENJOY:</p>
<p>IS THERE SOMETHING SPECIFIC ABOUT YOU THAT MAKES YOU UNIQUELY QUALIFIED FOR THIS POSITION:</p>

EMPLOYMENT EXPERIENCE

START WITH YOUR PRESENT OR LAST JOB. INCLUDE ANY JOB-RELATED MILITARY SERVICE ASSIGNMENTS AND VOLUNTEER ACTIVITIES. YOU MAY EXCLUDE ORGANIZATIONS WHICH INDICATE RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, DISABILITIES OR OTHER PROTECTED STATUS.

1. EMPLOYER		DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY STARTING FINAL (Optional)		
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				
2. EMPLOYER		DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY STARTING FINAL (Optional)		
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				
3. EMPLOYER		DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY STARTING FINAL (Optional)		
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				
4. EMPLOYER		DATES EMPLOYED FROM TO		WORK PERFORMED
ADDRESS				
TELEPHONE NUMBER(S)		HOURLY RATE/SALARY STARTING FINAL (Optional)		
JOB TITLE	SUPERVISOR			
REASON FOR LEAVING				

IF ADDITIONAL SPACE IS NEEDED, PLEASE CONTINUE ON BACK

REFERENCES (other than a relative or past employer)

1.	(NAME)	(ADDRESS)	(PHONE #)
2.	(NAME)	(ADDRESS)	(PHONE #)
3.	(NAME)	(ADDRESS)	(PHONE #)

SPECIALIZED SKILLS (INDICATE Y OR N)

PAST WORK

DESCRIBE HOW YOU HAVE SHOWN INITIATIVE/ ABILITY TO WORK ON YOUR OWN IN THE PAST:

DESCRIBE A PAST WORK SUCCESS YOU ARE PROUD OF:

DESCRIBE A PAST WORK CHALLENGE YOU HAVE OVERCOME:

EQUIPMENT OPERATED CHECK SKILLS AND YEARS OF EXPERIENCE DESCRIBING WORK DONE

EXPERIENCE WITH:

_____ MOTOR GRADER_____yrs _____WHEEL LOADER_____yrs _____ROLLER (SELF PROPELLED) _____ yrs
_____HYDRAULIC EXCAVATOR_____yrs _____FARM TRACTOR_____yrs _____OTHER____yrs. (Describe Below)
(TRACKHOE/BACKHOE)

DESCRIBE OTHER EQUIPMENT SKILLS:_____

MISCELLANEOUS CHECK SKILLS THAT APPLY AND DESCRIBE WORK DONE / TRAINING YOU'VE PERFORMED

- _____ CLASS A CDL (LIST ENDORSEMENTS/RESTRICTIONS)_____
- _____ DRIVING A DUMP TRUCK_____
- _____ PLOWING SNOW IN A TRUCK_____
- _____ WORK WITH ROAD MATERIALS_____
- _____ WORK WITH OUDOOR POWER TOOLS_____
- _____ FLAGGING FOR CONSTRUCTION ZONES (TRAINING)_____
- _____ WELDING_____
- _____ AUTOMOTIVE MAINTENANCE/BODY WORK_____
- _____ GENERAL CARPENTRY_____
- _____ CONCRETE FINISHING_____
- _____ SURVEYING/READING TECHNICAL PLANS/CALCULATING GRADES_____
- _____ WEED SPRAYING/CERTIFICATIONS_____

You have been given the opportunity to review a job description listing the essential job functions of the position for which you have applied. Please review the job description and duties and answer the following question.

Are you able to perform each of the essential job functions listed for the position which you have applied for? _____

If not, list the function(s) you are unable to perform and explain why you are unable to perform them. If you are unable to perform any of the essential job functions, please indicate any reasonable accommodation that you believe would enable you to perform these functions.

By signing this application for employment below I understand and agree that:

All answers and other information on this application are true and that any misrepresentation or omission of the facts on my part will be justification for refusal of employment, or if employed, termination from employment.

The employer will make a thorough investigation of my work history and may verify all information given in my application for employment, related documents, or statements during oral interviews. I authorize such investigation and the giving and receiving of any such information.

I understand that falsification of information or other information discovered not in keeping with the standards of Carbondale Township may prevent my hire, or if hired, may subject me to dismissal.

The employer follows an employment at will policy in that I or the employer may terminate my employment at any time or for any reason consistent with the applicable state and federal laws.

My employment may be terminated by this employer at any time without liability for wages or salary except such as may have been earned at the date of such termination following the employment policies of Carbondale Township and specifically the Carbondale Township Highway Department. If requested by an authorized representative of the Department, I agree to the search of my person and/or my work-related items that may be assigned to me, and hereby waive all claims for damages on account of such examination.

Any offer of employment is contingent upon my successful passage of any pre-employment physical testing required by the employer and any review of my motor vehicle record at the employer's expense to insure my job fitness for this position. I authorize the release of all parties associated with this testing, including physicians, hospitals, or other related medical staff, to release any information which may be necessary to determine my ability to perform the duties for the job I am being considered for prior to employment or in the future during my employment with the employer. Any refusal of testing shall be considered a voluntary withdrawal of my application for employment without recourse.

This is an application for employment and no employment is being offered at this time.

Any employment that results from this application shall be for an indefinite period of time and the employer can change wages, benefits, conditions or policies at any time.

SIGNATURE OF APPLICANT

DATE