

CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT POSITION DESCRIPTION

CONSTRUCTION MAINTENANCE I, II, III

The Construction Maintenance worker is responsible for performing a variety of general construction duties for all Forest Preserve District facilities.

The Construction Maintenance I workers are responsible for performing the duties as outlined in this analysis. The Construction Maintenance II worker is responsible for the same duties but with a higher level of skilled knowledge and supervisory status. The Construction Maintenance III worker is responsible for performance of the same duties with supervisory status over Construction Maintenance I and Construction Maintenance II workers. Construction Maintenance III involves primarily skilled work with some unskilled work.

These positions are full-time. Work is performed at a moderate, constant pace, but may vary slightly depending on the demands of the job required.

QUALIFICATIONS:

High school graduate required. Basic knowledge and two years experience in a like position with similar duties and responsibilities are required. Under certain circumstances, extensive direct experience may be substituted for all or part of the educational requirement. Ability to follow written and oral instructions. Aptitude for on-the-job training. Must demonstrate good safety awareness and judgement. A valid Illinois driver's license of the appropriate classification is required.

IMMEDIATE SUPERVISOR:

The Construction Maintenance I workers are under the direction and supervision of the upper level Construction Maintenance workers. The Construction Maintenance II worker receives supervision from the Construction Maintenance III worker. The Construction Maintenance III worker receives direction and supervision from the Executive Director.

ESSENTIAL FUNCTIONS:

1. Operation of Forest Preserve District vehicles.
2. Ability to represent the District in a professional manner. Enforce District rules of conduct and inform appropriate authority if patrons or employees are endangered.
3. Perform work in facilities construction, maintenance and repair. This work may include carpentry, plumbing, electrical or landscaping. This also may include equipment and vehicle repair, turf maintenance and skilled landscape installation and/or maintenance.
4. Perform inspections of facilities and equipment, and report their condition to the appropriate supervisory personnel.
5. Maintain equipment and tools of the trade in efficient and safe working order.
6. Be available for overtime work upon request.
7. Perform duties under varied seasonal conditions.
8. Ability to use and maintain tools of the trade, both powered and non-powered, as well as various hand tools, skillfully and safely. Examples of the types of equipment and hand tools include, but are not limited to: chain saws, power mowers, automotive equipment, trucks, weed trimmers, tractors with attachments, blowers, vacuums, riding mowers, shovels, rakes, axes, mauls, hammers, picks, saws, and power hand tools. The operation and use of the above listed and like tools of choice may at times require the lifting of up to fifty (50) pounds to shoulder height or above. The use of the above listed items as well as other normal duties will require the lifting of fifty (50) to one-hundred (100) pounds to carrying height.

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9. Other normal duties may require stooping, twisting, climbing and occasional crawling.
10. This position requires working with and around chemicals including, but not limited to, paints, stains, wood preservatives, welding gases, fluxes, and insulations. Working with or around chemicals also requires the wearing of safety equipment such as protective clothing, eye wear and face masks.
11. Make routine purchases with approval of upper level Construction Maintenance workers.
12. Must dress appropriately while on duty. Must wear safety equipment appropriate to tasks being performed.
13. Ability to communicate with supervisors, co-workers and the public. Communication is not limited to oral or written communication.
14. Assist in the District's responsibilities of compliance with ADA.
15. Performs other duties as assigned which are reasonably related to the duties described, or which need to be performed promptly to avoid safety hazards or to protect District property, or which are not generally described in other job descriptions, or when the amount of work exceeds the availability of District employees within the appropriate job classification.

ESSENTIAL FUNCTIONS FOR UPPER LEVEL CONSTRUCTION MAINTENANCE WORKERS:

16. Plan and schedule the daily work of the construction crew and supervise the day to day satisfactory completion of these assignments.
17. Keep the daily record of hours worked for all crew members and assure that time cards are correct and accurately recorded as stipulated by District policy.
18. Evaluate personnel, equipment, plans and specifications and material upon request of Executive Director.
19. Prepare estimates of labor, material, and equipment needs upon request.
20. Prepare basic work reports as requested.
21. Ability to work from detailed blueprints, sketches and schematics.
22. Ability to work efficiently with little direct supervision.
23. Ability to organize tasks and supervise personnel efficiently.
24. Plan and prepare an annual budget and be prepared to present the budget to the staff, the Board and the public.
25. Maintain adequate fiscal controls to assure that departmental costs are within budgetary limitations.
26. Perform and document safety orientation for full-time and part-time staff and volunteers, when applicable.

MARGINAL FUNCTIONS:

1. Attend meetings of the Board of Commissioners as required.

PSYCHOLOGICAL CONSIDERATIONS:

1. Must work around general population in public areas.
2. Must work under supervision and direction of supervisors.

PHYSIOLOGICAL CONSIDERATIONS:

1. Worker is exposed to chemicals (i.e., paints, stains, insulations).
2. May be exposed to hazardous vegetation (i.e., poison ivy).
3. Workers II and III may need to resolve differences between staff.

ENVIRONMENTAL CONSIDERATIONS:

1. Exposed to various weather conditions, including extreme heat, cold, rain, snow and ice.
2. Protective clothing is required as follows: earplugs, ear covers, helmets, respirators, safety goggles/glasses, chaps, steel-toe boots, protective gloves and disposable (chemical) overalls.

COGNITIVE CONSIDERATIONS:

1. Must possess good problem solving ability and good judgement in keeping with the mission of the District.
2. Workers II and III must be able to supervise others.
3. Must also demonstrate good safety awareness and judgement.