

**Title:** Warren Road District Maintenance Worker I  
**Reports To:** Highway Commissioner  
**FLSA Status:** Non-Exempt, Full-Time, Hourly  
**Pay Rate:** \$26.00 per hour  
**Location:** Gurnee, IL

### **Job Summary**

Under direct supervision of the Highway Commissioner, the Maintenance Worker I performs a variety of maintenance and traffic tasks related to the preservation and upkeep of road district highways, bridges, draining structures and other highway features, headquarters sites, as well as signing; performs skilled and semi-skilled work in operating tools and highway maintenance equipment. May occasionally act as leader of a maintenance or traffic crew. Performs all duties in accordance with the township safety code and established safe work practices.

### **Job Specifications**

#### ***Minimum Education, Experience and Certification***

- High School Diploma or GED equivalency required; additional specialized technical training, certificate or degree from an accredited technical college or career training institute preferred.
- CDL license, Class A or B required. Class A preferred.
- Other certifications/licenses may be required to operate certain equipment (such as forklift certification) and are a plus.
- At least one year of experience performing plowing, construction, maintenance, and restoration or repair work of a comparable nature preferred.
- Ability to pass background check, pre-employment drug/alcohol testing and DOT physical exam. (This position is subject to random drug and alcohol testing.)

#### **Essential Duties and Responsibilities**

- Operates and maintains brush chippers, sewer vacuums, jet machines, sweepers, backhoes, loaders, trucks, skid loaders, tractors, mowing machines, snow plows, salt spreaders, compressors, jack hammers, generators and other highway maintenance equipment or heavy motorized equipment; washes, greases and assists in maintenance serving of equipment, including minor repairs and preventive maintenance.
- Repairs, replaces, and patches concrete, bituminous and other road surfaces; fills in shoulder ruts with dirt and gravel; cleans and repairs bridges; directs and controls traffic during road maintenance.
- Lays out limited storm drainage systems.
- Operates and maintains dump trucks, hauling stone, concrete, sand, asphalt and other construction material; spreads salt, sand, plows and removes snow; cleans, repairs and erects signs; digs post holes, sets or pills posts; repairs guard rail and fence; paint curbs; plants, trims and fertilizes tree and shrubbery. Works from ladders or scaffolding.

- Cuts grass, weeds and brush; repairs and cleans culverts, drains, storm sewers, ditches, and other drainage facilities; loads and unloads trucks; spreads sand, gravel and asphalt; fill, fires and operates asphalt kettles, fills pavement crack and joints.
- Loads and spreads salt, sand; plows and removes snow; as needed, moves equipment and supplies to other locations, stockpiles materials and load trucks.
- Performs routine housekeeping duties in headquarters by cleaning, keeping stockpiles of materials shaped and other tasks associated with the general care of headquarters and grounds.
- Conducts regular and required equipment inspections on a timely basis according to guidelines and coordinates/ensures any necessary repairs.
- Removes and disposes of trash, dead animals and other debris found on highways.
- Responds to calls on a 24-hour basis to assist in emergencies such as floods, winds, and rain and/or snow storms.
- Attends and completes any seminars or courses required for job performances as required by the Highway Commissioner.
- Provides effective and efficient customer service and promotes and maintains responsive community relations; notifies Highway Commissioner of any accidental damage to customer property.
- Performs other duties as required or assigned. The omission of a duty or task does not exclude it if it is similar or a logical expectation for an individual to perform as part of the job.

**Knowledge and Skills:**

- Understands the practices, methods, and materials used in maintenance, repair, and construction of public streets, storm water facilities and/or buildings.
- Ability to operate general equipment, machinery, tools and onboard computers used in maintenance, repair and construction work.
- Demonstrates and understands proper safety procedures and is aware of occupational hazards associated with each assignment and the equipment involved. Complies with OSHA and risk management protocols.
- Ability to operate and utilize desktop and machinery computers and basic knowledge of word processing, spreadsheet and database software.
- Ability to work independently or in teams to complete projects according to deadlines.
- Ability to establish effective working relationships with co-workers, contractors, and the general public.
- Ability to obtain and maintain appropriate licenses and certifications to operate equipment.
- Ability to read and interpret electronic locating unit, utility maps, as-built maps and site maps to facilitate locating utility lines.
- Ability to perform arduous physical labor, indoors or outdoors, as required by the Highway Commissioner and essential duties and responsibilities of the role.

**Benefits:**

- Health insurance
- Dental insurance
- Life Insurance
- Paid Time Off
- Employee Assistance Program
- IMRF Pension Plan
- 457(b) & Roth IRA options

**Disclaimer:** The above statements are intended to describe the general nature of work to be performed and requirements to perform the duties and tasks. This job description does not constitute an employment agreement; is not a guarantee of work duties; and is subject to change without prior notice, to meet operational requirements.

***Please send a resume or work history to [hr@warrentownship.net](mailto:hr@warrentownship.net). (Please indicate the job title for which you are applying in the subject line.)***

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