

POSITION DESCRIPTION CITY OF ROCK FALLS

POSITION: Operator/Maintenance

REPORTS TO: Street Superintendent

LIGHT DUTY AVAILABLE: Not available.

PRIMARY RESPONSIBILITIES

- Works at direction of Street Superintendent to perform required cleaning, repair, and maintenance of the streets, sidewalks, alleys, and rights-of-way within the City.
- Perform outdoor and indoor work with hand tools.
- Carry out minor repairs on street equipment and City owned facilities.
- Diagnose and repair department equipment and vehicles.
- Assist with unexpected city-wide emergency situations.
- Perform hand digging, some construction work and pouring of concrete from time to time.
- Operate heavy equipment.
- Plow snow on City Streets, Alleys and parking lots.
- Work overtime during snow plowing season.
- Grounds work at City Facilities.
- All other duties as assigned from time to time.

QUALIFICATIONS:

- Possess a high school diploma or equivalent.
- Posses a current valid Illinois drivers license.
- Posses a current valid CDL license class B or the ability to obtain one.
- Be able to use a variety of hand and power tools
- Be able to run heavy equipment.
- Respond to emergency call outs within thirty (30) minutes.
- Be able to lift fifty (50) pounds above the waist
- Be able to work in a variety of climates for long periods of time
- Be able to work in confined spaces
- Be able to descend and ascend a thirty-foot ladder
- Be able to operate a 35' bucket truck

KNOWLEDGE OF:

- Hand and power tools.
- Basic electricity
- Heavy machinery
- Pumps, motors Etc.

ABILITY TO:

- To use a variety of hand and power tools

- To run heavy equipment.
- To lift fifty (50) pounds above the waist
- To work in a variety of climates for long periods of time
- To work in confined spaces
- To descend and ascend a thirty-foot ladder

ESSENTIAL JOB FUNCTIONS:

- Maintain daily records of plant operation and maintenance.
- Operate a snowplow truck and salt roads within City during winter months.
- Assist with construction equipment.
- Operate a dump truck.
- Assist with operation and maintenance of the street department including housekeeping responsibilities.

ADDITIONAL REQUIREMENTS

- Work independently as well as with others in a team effort.
- Work long hours at times.

PHYSICAL DEMANDS

- Work in cold and hot climates
- Work in confined spaces
- Lifting, reaching, climbing

WORK ENVIROMENT

- Work in a variety of conditions and climates.
- Confined spaces

JOB HAZARD/RISK FACTORS:

- Electrocution, Engulfment, Asphyxiation, Drowning

City of Rock Falls

603 W. 10th Street
Rock Falls, IL 61071-2854

Mayor
Rodney Kleckler
815-380-5333

City Administrator
Robbin D. Blackert
815-564-1366



City Clerk
Pam Martinez
815-622-1104

City Treasurer
Kay Abner
815-622-1100

BENEFIT PACKAGE

1. **Starting union wage: \$21.08**
2. **Health & Dental Coverages Available after 90 Days of Employment**
 - Employee Only Coverage
 - Employee & Spouse
 - Employee & Child (up to 26 years old)
 - Family Coverage
 - a. **Blue Cross/Blue Shield of Illinois Health Insurance**
 - 80% of Premium paid by City
 - 20% of Premium paid by Employee
 - b. **Met Life Dental Insurance**
 - 80% of Premium paid by City
 - 20% of Premium paid by Employee
3. **Illinois Municipal Retirement Fund (IMRF)**
 - Tier 2 Plan (unless already under Tier 1)
 - Vested after 10 years of service
 - IMRF Tier 2 Plan can be viewed at www.imrf.org
4. **Vacation Days per calendar year – 1 week after one year of service, 2 weeks after 2 years of service, 2 weeks and 2 days after 5 years of service, 3 weeks after seven years of service, 3 weeks and 1 day after 10 years of service, 3 weeks and 3 days after 12 years of service, 4 weeks after 15 years of service, 4 weeks and 2 days after 20 years of service, 5 weeks after 25 years of service.**
5. **11 Sick Days per calendar year – 1 per month earned for first 11 months of each year**
6. **Holiday Pay: Eleven paid holidays per year:**

New Year's Day	Labor Day
Presidents Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Juneteenth	Christmas Eve
July 4th	Christmas Day
7. **Bereavement Pay**
8. **Personal Days: 2 per year**
9. **Workday is regularly 7:00 a.m. to 3:30 p.m. Monday - Friday with 1/2 hour for lunch. Summer Hours 6:00 a.m. to 2:30 p.m.**