

Village of New Windsor

- Full-Time Public Works Maintenance Manager Position

PURPOSE OF POSITION:

The Public Works Maintenance Manager is a position within the Village of New Windsor Public Works. The primary responsibilities of this position are the maintenance of Village right-of-way property, operation of light and heavy-duty Village equipment, and maintenance of underground infrastructure. The position of Public Works Maintenance Manager has specific responsibilities for removal of snow and ice, assisting with repairing water service leaks, assisting of maintenance of sewer system, tree maintenance, brush cleanup, sign maintenance, property maintenance, etc. To perform these major duties, maintenance workers will be expected to maintain and clean their equipment, restock depleted inventories, work cooperatively with contractors, and continue their education and training as specified by the Village of New Windsor.

The following requirements are normal for this position. These are not to be construed as exclusive or all-inclusive. Because it is in the best interest of the taxpayers to receive services at the lowest possible cost, other tasks as from time to time assigned shall be deemed to be included in this position description.

PERFORMS SNOW AND ICE REMOVAL TASKS ON MUNICIPAL RIGHTS-OF-WAY

- Operates Village heavy and light duty snow and ice removal equipment.
- Removes debris related to weather in a timely manner and with caution.
- Readies equipment for removal efforts by assuring proper operation of plow and providing for adequate salt.
- Provides snow and ice removal efforts in residential and commercial areas.
- May require a twenty-four (24) hour "on-call" status for snow removal in accordance with Village policy and procedures.

MONITORS REPAIRS ON MAIN BREAKS IN WATER INFRASTRUCTURE

- Notifies residents impacted by break in accordance with approved Village policy and

procedures.

- Assists and monitors the contractors working on watermain repairs.
- Turns water on and off for delinquent customers.

PERFORMS RIGHT-OF-WAY AND PARK MAINTENANCE

- Repairs and maintains street markers and signage.
- Removes storm damage debris from right-of-way and parkway properties.
- Performs public inspections as directed by Village Board.
- Removes, repairs, and/or secures damaged equipment.
- Maintains ball field, parks and other village properties.

WATER METER WORK ORDERS

- Analyzes equipment as directed by Village Water Clerk.
- Removes, replaces, and repairs meter equipment as required.

JOB REQUIREMENTS

Knowledge:

1. Knowledge of processes and techniques necessary to repair municipal infrastructure.
2. Knowledge of operation of heavy and light duty vehicles.
3. Knowledge of basic construction techniques.
4. Knowledge of Village safety policies and procedures.
5. Knowledge of Village right-of-way property.

Skills and Abilities:

1. Ability to perform all of the specified duties.
2. Must be able to lift an object of forty (40) pounds and move it twenty (20) feet.
3. The candidate must be physically able to drive trucks, heavy equipment, and operate the technical equipment on these machines.
4. Employee must demonstrate mechanical aptitude as determined by Village Board.
5. Employee must be able to read, write, and have the ability to learn technical knowledge regarding special equipment and machinery operated by the Village.

6. Must have the physical health and ability to work in all kinds of weather conditions.
7. Must have the physical ability to function effectively in varied terrain, i.e., hilly, unpaved, in trenches, etc.
8. Must have the ability and aptitude for working alone without supervision and for completing tasks and duties as assigned.
9. Ability to sit, stand, and walk for extended periods of time.
10. All employees are expected to practice safe work habits at all times.

Compensation and Benefits Package

- 30\$ per hour, increased wage based on candidate and experience
- Health insurance payment after successful completion of 90 day probational phase
- 2 weeks paid vacation
- Village cell phone

To Apply:

Email resume and references to jimstarceвич@gmail.com or drop at New Windsor City Hall located at 125 N 3rd Avenue, New Windsor, IL 61465 in the drop box.

****Resumes due by 30 October 2026**

For any questions call Jim Starceвич 309-373-4316