



NOW HIRING

Maintenance Worker Facilities Maintenance Division

DESCRIPTION:

The Village of Glen Ellyn's Facilities Maintenance Division is recruiting for one (1) full-time Maintenance Worker I position. The position's responsibilities include, but are not limited to, performing a variety of semi-skilled and skilled building maintenance tasks and project work associated with Village-owned buildings, including routine preventative maintenance, painting, carpentry, plumbing, HVAC/boiler repair, lighting, and minor electrical work; snow/ice control duties during the winter months is also required. Position also provides courteous and efficient service to co-workers and the general public. Reports directly to the Facilities Manager.

ESSENTIAL FUNCTIONS:

- Inspect, maintain and perform repairs on building equipment and auxiliary systems, including boilers and HVAC units; trouble-shoot issues, and helps perform routine preventative/scheduled maintenance activities.
- Perform routine inspections of facilities; identify issues and promptly report defects or adverse conditions to Facilities Manager.
- Assist with maintaining and testing building security and life safety devices.
- Assist with monitoring the building environment and setting the HVAC systems in accordance with standard protocols.
- Perform basic electrical, sheet metal, plumbing, and lighting repairs; also performs painting tasks.
- Diagnose problems, replace or repair parts, test and make adjustments.
- Read and interpret equipment manuals and work orders to perform required maintenance and service; prepare accurate work records including time spent and materials used.
- Repair and maintain furniture, doors and windows.
- Maintain inventory of tools, supplies and equipment; receive and store parts and equipment; estimate and request materials and equipment needed for future projects.
- Perform snow and ice control activities, including shoveling snow, operating a snow blower, and spreading ice-melt.
- Operate light duty vehicles and basic hand tools and equipment properly & safely.
- Assist the general public and private contractors with questions and concerns.
- Comply with safety regulations and maintain clean and orderly work areas; perform occasional custodial duties, as assigned.
- Assist in emergency response operations and community special events, as required.

QUALIFICATION REQUIREMENTS:

- Applicants must possess a high school diploma or equivalent, and at least one (1) year of experience in general construction and maintenance work. Three (3) or more years of related experience is preferred.
- Working knowledge of mechanical equipment used in construction and maintenance of public facilities, including carpentry, plumbing, HVAC, electrical, etc.
- Prior experience with operating basic hand tools and equipment.
- Candidates must possess (and maintain throughout employment) a valid motor vehicle driver's license at time of application.
- Ability to think quickly, maintain self-control, and adapt to stressful situations is also an important skill set. Qualified applicants should also be able to demonstrate the ability to effectively solve problems and exercise good judgment.
- The ability to develop positive working relationships with the general public, contractors, and Village staff is a critical skill set.
- Must be able to perform basic mathematical calculations, and possess the ability to comprehend, retain, and apply Village rules and procedure manuals, including any pertinent Federal, State, or local laws.
- Position also requires intermediate skills in the operation of computers and related software.
- **Physical Activities:** The duties of this job include physical activities such as stooping, kneeling, sitting, standing, bending, reaching, climbing, walking, lifting and/or moving (up to 50 pounds), grasping, pushing/pulling, talking, hearing/listening, seeing/observing, climbing ladders and stairs, driving, and various repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Employee occasionally works around vibrations and noise, moving mechanical parts, confined spaces, heights, and is exposed to fumes or airborne particles, toxic or caustic chemicals. Works both indoors and outdoors in all weather conditions.
- **Work Schedule:** Monday through Friday, 8:00 am to 4:30 pm, Monday – Friday. Some weekend hours will be required, as circumstances dictate. Must be willing and able to be on-call and respond to after-hours call-backs and emergency situations as necessary.

SALARY/BENEFITS:

The starting base pay offered for this full-time position is \$19.65/hr to \$24.76/hr DOQ, with an excellent fringe benefits package, which includes participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit pension plan. This position is non-exempt under FLSA.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter vgeresume@glenellyninfo.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #13-17 FACM-Maint. Worker)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug screen.
4. Open until filled; first review of resumes will occur on **March 13, 2017**. *Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.*

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER