Village of Ephraim
Position Description

Date of Issue/Revision: 04/02/2026

DEPARTMENT: **BUILDINGS AND GROUNDS**

TITLE: **MAINTENANCE WORKER**

STATUS: **FULL TIME - HOURLY- NON - EXEMPT**

ACCOUNTABLE TO: **MAINTENANCE OPERATIONS MANAGER, VILLAGE ADMINISTRATOR, AND VILLAGE BOARD**

FUNCTION: Maintenance of Village properties, grounds, and roads as directed by the Maintenance Manager and/or Village Board, or Administrator.

JOB DUTIES

I. ESSENTIAL.

A. REPORTING:

1. Work with the department manager and the Village Administrator on keeping an active inventory of projects
2. Work with the department manager to create detailed reports regarding department activities as directed by the Village Administrator
3. Provide the village clerk/treasurer with the necessary financial information (POs, invoices, bills, receipts…) as directed.

B. BUILDING/PROPERTY MAINTENANCE:

1. General Maintenance of all village buildings, including basic repairs.
2. Maintenance of village parks and grounds.
3. Bathroom cleaning of all Public Restrooms on a rotating basis.

C. GARBAGE/RECYCLING:

1. Collection and proper disposal of village-generated materials.
2. Supervision of the proper disposal of public-generated materials.

D. INTERDEPARTMENTAL COOPERATION:

1. Work with the Maintenance Operations Manager and Wastewater Operations Manager on need-based cross-department help. Wastewater and Maintenance department

staff will be asked to work in both departments as scheduled and as directed by their supervisor when the workload in one department demands it.

2. Work in the Wastewater Department will include some work assisting licensed wastewater operators with plant operations. No state licenses are required for this work; however, they may be required in the future.

3. Included in this cross-departmental work will be the inclusion of maintenance worker staff in the weekend round rotation at the wastewater plant. This work will approximately total 6 hours per weekend with a 5-person rotation. Weekend hours obtained can be taken off the next work week or can be banked as comp time per the employee handbook.

4. Wages for this cross-department work will be paid for with funds in the personnel services category of the department where the work occurs.

E. GUIDING PRINCIPAL:

1. Take pride in the appearance of the Village of Ephraim.

2. Maintain an attitude of teamwork with the Village of Ephraim employees.

II. SKILLS AND ADDITIONAL DUTIES.

A. BUILDING MAINTENANCE:

1. Carpentry and woodworking:

    a. Employee must be able to see, hear, feel, talk, write, and respond to the written and verbal directions of the Administrator or Board.

    b. Employee must have a good working knowledge of carpentry skills, equipment, and safety requirements.

    c. Employee must be able to work outdoors in difficult working conditions.

    d. Employee must be able to safely use power tools such as table saws, drills, sanders, grinders, etc.

    e. Employee must be able to lift and carry heavy loads of materials, tools, and debris.

    f. Employee must be able to work above ground on ladders and scaffolding.

    g. Employee must be able to sit, kneel, bend, stoop, stand, walk, or climb as required to complete the project at hand.

    h. The employee must be able to supervise the activities of the other employees of the Department.

2. Painting, interior and exterior:

    a. Employee must be able to see, hear, feel, talk, write, and respond to the written and verbal directions of the Administrator or Board.

b. Employee must have a good working knowledge of painting skills, equipment, and safety requirements.

c. Employee must be able to work outdoors in difficult working conditions.

d. Employee must be able to safely use power tools such as sanders, grinders, hot surface strippers, etc.

e. Employee must be able to lift and carry heavy loads of materials, tools, and debris.

f. Employee must be able to work above ground on ladders and scaffolding.

g. Employee must be able to sit, kneel, bend, stoop, stand, walk, or climb as required to complete the project at hand.

h. The employee must be able to supervise the activities of the other employees of the Department.

3. Roofing:

a. Employee must be able to see, hear, feel, talk, write, and respond to the written and verbal directions of the Administrator or Board.

b. Employee must have a good working knowledge of roofing skills, equipment, and safety requirements.

c. Employee must be able to work outdoors in difficult working conditions

d. Employee must be able to safely use power tools such as pneumatic nailers, power saws, metal breaks, etc.

e. Employee must be able to lift and carry heavy loads of materials, tools, and debris.

f. Employee must be able to work above ground on ladders, scaffolding, and angled roof surfaces.

g. Employee must be able to sit, kneel, bend, stoop, stand, walk, or climb as required to complete the project at hand.

h. An employee must be able to supervise the activities of the other employees of the Department.

B. LANDSCAPING:

1. Lawn mowing, fertilizing, and weed killing:

a. Employee must be able to see, hear, feel, talk, write, and respond to the written and verbal directions of the Administrator or Board

b. Employee must have a good working knowledge of lawn maintenance skills, equipment, and safety requirements

c. Employee must be able to work outdoors in difficult working conditions, such as wind, rain, and cold.

d. Employee must be able to safely use power tools such as rider and push mowers, hedge trimmers, chain saws, etc.

e. Employee must be able to lift and carry heavy loads of materials, tools, and debris.

f. Employee must be able to work safely on uneven ground surfaces such as bumpy ground, slopes, rock and stone outcrops, etc.

g. Employee must be able to sit, kneel, bend, stoop, stand, walk, or climb as required to complete the project at hand.

h. The employee must be able to supervise the activities of the other employees of the Department.

2. Roadside shoulder and intersection cutting, pruning, and sweeping:

    a. Employee must be able to see, hear, feel, talk, write, and respond to the written and verbal directions of the Administrator or Board.

    b. Employee must have a good working knowledge of mowing and pruning skills, equipment, and safety requirements.

    c. Employee must be able to work outdoors in difficult working conditions such as wind, rain, and cold.

    d. Employee must be able to safely use power tools such as rider and push mowers, power blowers/vacs, chain saws, etc.

    e. Employee must be able to lift and carry heavy loads of materials, tools, and debris.

    f. Employee must be able to work safely on uneven ground surfaces such as bumpy ground, slopes, rock and stone outcrops, etc.

    g. Employee must be able to sit, kneel, bend, stoop, stand, walk, or climb as required to complete the project at hand.

    h. Employee must be able to supervise the activities of the other employees of the Department.

3. Tree trimming:

    a. Employee must be able to see, hear, feel, talk, write, and respond to the written and verbal directions of the Administrator or Board.

    b. Employee must have a good working knowledge of pruning and tree-felling skills, equipment, and safety requirements.

    c. Employee must be able to work outdoors in difficult working conditions such as wind, rain, and cold.

d. Employee must be able to safely use power tools such as chain saws, power blowers/vacs.

e. Employee must be able to lift and carry heavy loads of materials, tools, and debris.

f. Employee must be able to work safely above ground on ladders and on uneven ground surfaces such as bumpy ground, slopes, rock and stone outcrops, etc.

g. Employee must be able to sit, kneel, bend, stoop, stand, walk, or climb as required to complete the project at hand.

C. ROAD MAINTENANCE

1. Pothole filling with cold patch:

    a. Employee must be able to see, hear, talk, write, and respond to the written and verbal directions of the Administrator or Board.

    b. Employee must have a good working knowledge of asphalt repair skills, equipment, and safety requirements.

    c. Employee must be able to work outdoors in difficult working conditions, such as wind, rain, and cold

    d. Employee must be able to safely use power tools such as power hammers, power concrete and asphalt saws, power blowers/vacs, power mechanical tampers and compactors, etc.

    e. Employee must be able to lift, carry, and spread heavy loads of materials, tools, and debris.

    f. Employee must be able to work safely on uneven ground surfaces such as bumpy ground, slopes, ditches, potholes, etc.

    g. Employee must be able to sit, kneel, bend, stoop, stand, walk, or climb as required to complete the project at hand.

2. Clearing intersections of loose gravel and sand:

    a. Employee must be able to see, hear, feel, talk, write, and respond to the written and verbal directions of the Administrator or Board.

    b. Employee must have a good working knowledge of sweeping and blowing skills, equipment, and safety requirements.

    c. Employee must be able to work outdoors in difficult working conditions such as wind, rain, and cold.

    d. Employee must be able to safely use power tools such as a power blower/vac.

    e. Employee must be able to lift and carry heavy loads of materials, tools, and debris.

f. Employee must be able to work safely in areas where there is vehicular traffic.

g. Employee must be able to sit, kneel, bend, stoop, stand, walk, or climb as required to complete the project at hand.

3. Snow Removal:

a. Employee must be able to see, hear, feel, talk, write, and respond to the written and verbal directions of the Administrator or Board

b. Employees must have a good working knowledge of snowplows, wings, salt spreaders, snowblowers, other equipment, and safety requirements

c. Employee must be able to work outdoors in difficult working conditions such as wind, snow, ice, and cold.

d. Employee must be able to come in early in the morning to conduct snow removal operations before morning traffic and stay late to ensure evening commuters get home safely

e. Employee must be able to work safely in an area where there is vehicular traffic.

D. DEPARTMENTAL DUTIES:

1. Direct regular contractors for services not done by staff:

a. Recycling;

b. Janitorial services.

c. Dump and garbage services.

d. Road and pavement work.

e. Building trades.

2. Purchase supplies required to implement Village repairs.

3. Maintain the cleanliness of the offices, shops, vehicles, equipment, and tools of the maintenance department.

4. Responsible for the routine maintenance of Village-owned vehicles.

5. Maintain a friendly and helpful attitude and decorum with the public and other employees.

6. Create, implement, and record a regular maintenance schedule for properties and equipment.

7. Create, implement, and record an inventory schedule for Village-owned tools and equipment.

8. Create and maintain a record of warrantees, guarantees, and maintenance on Village-owned equipment and tools.

9. Assure the timely transfer of paperwork to the Manager or Village Administrator.

10. Work with other Maintenance Worker(s) to implement the placement of seasonal decorations, benches, tables, trash receptacles, etc.

11. Notify Manager, Administrator, or Board of observed Village needs.

    a. Create bids for projects under $10,000.

    b. Work with the Manager and Administrator for published bids over $10,000.

12. Work with the Manager, Administrator, and Board to create annual and projected budgets and capital expenditures, maintaining a knowledge of and adherence to budget limitations.

13. Such other work as directed by the Administrator or Board.

14. Be in an on-call rotation every 5th week and subject to emergency call-in.

MINIMUM QUALIFICATIONS

a) Organizational skills to maximize time spent.

b) Good working knowledge of building trade and maintenance skills.

c) Good working knowledge of equipment usage and safety requirements.

d) Ability to work well without direct supervision.

e) Ability to work well with the public.

f) Class B CDL recommended but not required.

III. EDUCATION/TRAINING/EXPERIENCE REQUIRED

a) High school diploma or equivalent.

b) Formal building trade training.

c) Experience with equipment such as mowers, weed-whackers, chain saws, power tools, and other power equipment.

d) Previous experience.