

MAINTENANCE PERSON  
JOB DESCRIPTION

1. Street Repair – Clean debris from road which includes; broken glass, weeds and grass piles. Potholes and sidewalk repair.
2. Snow Removal of all streets, sidewalks and Village owned parking lots.
3. Grounds Maintenance of Parks, Playgrounds, Vacant lots and Boat launch and swim area which includes; rake leaves, weed flowerbeds, prune trees & shrubs, upkeep of recreational equipment (picnic tables, grills, swings, slides, etc., docks and bleachers) empty trash barrels and rake debris from sand at swim area according to DEQ guidelines including removal of “debris” from docks as necessary
  - A. All parks, playgrounds, boat launches and beach areas are to be checked daily.
4. Upkeep of ball diamonds which includes; fence, field and bathrooms.
5. Regularly water flower containers and/or holders.
6. Act as custodian of all department property including responding to messages and correspondences.
7. Oversee the upkeep of grounds and buildings.
8. Have considerable knowledge of custodial and janitorial supplies, equipment and materials.
9. Receive and handle incoming shipments of supplies and equipment.
10. Office buildings which include; replace burned out bulbs, wash windows, vacuum, empty trash containers regular checks to see that pipes are not frozen and that everything is in in working order, clean restrooms, shovel and salt sidewalks before scheduled meetings, regulate temperature of thermostats in all Village owned buildings.
11. See that the buildings have adequate heating, lighting and ventilation and that they are properly cleaned.
12. Have a list of any emergency contacts available. Have keys to all buildings on a keyboard in the maintenance building. Have a list of all business contacts that the Village does business with.
13. Inspect electrical, plumbing, heating and other equipment and make minor repairs for their maintenance.
14. Inventory supplies monthly.

15. Report to supervisor your weekly objectives, emergencies, purchases (supervisor will authorize all purchases and sign purchase orders) and authorize hired help.
16. Have the ability to plan, organize daily tasks, follow instructions, keep routine records and make reports.
17. Upkeep of Village Vehicles – fluids (oil, gas, antifreeze, tires etc.) Keep a maintenance schedule chart on all vehicles. Make sure proper paperwork including proof of insurance etc. is in ALL vehicles at ALL times.
18. Be able to lift and move up to 100 pounds.
19. Keep proper time sheets for equipment usage. This would include hours worked and equipment used.
20. Person should attend all monthly Village Council Meetings including budget meetings and give an oral report.
21. Applicant will be required to pass a physical and a drug test. Also individual may be subject to random drug testing.
22. Maintain holiday decorations. Put up and distribute on holidays accordingly. Remove said items in a timely manner and properly store them in the maintenance building.
23. Work attire shall consist of Jeans or Dickies, solid colored shirt and work boots.
24. All interactions with residents and business owners of the Village will be done respectfully as a representative of the Village of Lincoln.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related tasks other than those specifically presented in this description.