

JOB OPENING  
COBDEN PUBLIC WORKS DEPARTMENT

The Village of Cobden is seeking applications for a full-time Public Works Employee. Contact the Village of Cobden, 112 E. Maple Street, P O Box 218, Cobden, IL 62920 (618-893-2425) or email [cobdenvillage@gmail.com](mailto:cobdenvillage@gmail.com). Applications are also available on our website: [www.cobdenil.com](http://www.cobdenil.com).

PUBLIC WORKS BENEFITS AND WORK SCHEDULE

- Retirement – Illinois Municipal Retirement Fund
  - Health Insurance – Village pays all of premium
  - Dental Insurance – Village pays all of premium
  - Paid Sick Leave
  - Paid Vacation Leave
  - Paid Holidays (14)
  - Weekly Pay
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- 40 hour work week
  - On call every 6<sup>th</sup> week
  - On call every 6<sup>th</sup> weekend

## **JOB DESCRIPTION**

### **VILLAGE OF COBDEN PUBLIC WORKS EMPLOYEE**

**DEFINITION:** The primary function of this position is to maintain the Utility, Cemetery, Street & Sidewalk Departments and Village Property.

This position reports to the Village Superintendent who, in turn, reports to the Village President.

**EQUIPMENT/JOB LOCATION:** A Village Employee may, at some time, be required to use the following equipment:

- Tractor
- Backhoe
- Mini- excavator
- Riding Lawn Mower
- Push Lawn Mower
- Chain Saw
- Weed Trimmer
- Sewer Rodding Machine
- Table Saw
- Hand Grinder
- Miscellaneous Hand Tools
- Miscellaneous Power Tools
- Smart phone/tablet
- Desktop/laptop computer

A Public Works Employee will primarily work out of doors, but will occasionally have indoor work to perform. Most indoor work will take place at the Village garage, sewage treatment plant and water plant.

Unfavorable environmental conditions will consist primarily of unfavorable weather conditions.

Other than being able to use all or most of the above equipment, there are no special physical requirements for the position.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

Maintenance and care of the cemetery including the grounds, grave sites, monuments and buildings

Mowing grass and weeds

Removing litter, brush, and other debris

Snow removal and spreading cinders on streets in snowy/icy weather

Read gas and water meters

Make and maintain street signs

Assist with maintenance and operation of the water, sewer and/or gas plants

Learn to operate both the water and sewer plants enough to be able to perform weekend duty and acquire a general knowledge of the plants

Connect and disconnect gas and water services to customers

Learn to make gas, water and sewer taps

Maintenance, repair and operation of Village property and equipment and report any equipment in need of repair or replacement to the Village Superintendent.

Removal of dirt, leaves and other debris from Village property, streets, sidewalks and ditches

Purchase necessary items/supplies for Village according to established policy

Repair manholes

Learn to replace gas and water meters

Basic knowledge in operating tractor, backhoe, snowplow and other Village equipment

Other duties as assigned

**OTHER JOB FUNCTIONS:** (duties that are not "essential functions" but are typically undertaken or expected of the employee)

Showing cemetery lots for sale, locating and marking off grave sites, keeping cemetery records and other general maintenance

Have some knowledge of Village ordinances and report violations

Assist Fire Department during day shift if needed

Auger sewer lines

Attend seminars and meetings pertaining to Village business

Other general maintenance work that is not covered by the aforementioned which includes general carpenter work, welding and construction work

Operation and maintenance of the gas, water and/or sewer plants, lines and equipment

Keep an inventory of spare parts as required by the EPA

Take all needed tests in connection with the gas, sewer and/or water plants

Fill out and file all necessary reports, papers and records dealing with the gas, water and/or sewer plants

Train other employees in necessary tasks

Complete leak surveys and cathodic surveys on gas lines

Responsible for lab tests for the water and/or sewer plants

Operate tractor, backhoe, snowplow and other Village equipment

**REQUIRED KNOWLEDGE AND ABILITIES:** The Public Works Employee is encouraged to attend classes and seminars to gain knowledge and attain licenses for gas, water and sewer operations.

Basic abilities needed are the ability to work with others, follow assignments, show a favorable attitude to residents of the Village, and be a responsible, dependable employee.

**QUALIFICATIONS:**

High School diploma or equivalent thereof

Driver's license

**NOTE:**

The Village is a Drug Free Workplace as set forth in the Revised Code of Ordinances. Public Works employees are subject to pre-employment and random drug testing.