

VILLAGE OF TOLONO  
CHAMPAIGN COUNTY, ILLINOIS

ORDINANCE NO. 2025-O-27

AN ORDINANCE AMENDING  
THE PUBLIC WORKS JOB DESCRIPTIONS IN THE  
VILLAGE EMPLOYEE POLICY MANUAL  
OF THE TOLONO MUNICIPAL CODE

Passed by the Board of Trustees and  
Approved by the President  
of  
Village of Tolono, Illinois  
On November 18, 2025

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Published in pamphlet form by authority of the President and Board of Trustees  
of the Village of Tolono, Champaign County, Illinois,  
this 18<sup>th</sup> day of November, 2025

**VILLAGE OF TOLONO  
CHAMPAIGN COUNTY, ILLINOIS**

**Ordinance No. 2025-O-27**

**November 18, 2025**

**AN ORDINANCE AMENDING THE VILLAGE EMPLOYEE POLICY MANUAL  
OF THE TOLONO MUNICIPAL CODE**

**WHEREAS**, the Village of Tolono, Champaign County, State of Illinois (the “Village”) is a duly organized and existing Municipality created under the provisions of the laws of the State of Illinois, and is now operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto with full powers to enact ordinances for the benefit of the residents of the Village; and

**WHEREAS**, the Village of Tolono previously adopted a Village Employee Policy Manual; and

**WHEREAS**, the Village Board of Trustees finds that it is appropriate to update and revise said Village Employee Policy Manual as provided herein.

**NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF TOLONO, ILLINOIS, AS FOLLOWS:**

Section 1.     Incorporation Clause.

The President and Board of Trustees of the Village of Tolono hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct and does hereby, by reference, incorporate and make them part of this Ordinance.

Section 2.     Purpose.

This Ordinance is to amend the Public Works job descriptions in the Village Employee Policy Manual of the Tolono Municipal Code as provided herein.

Section 3.     Amendment.

Public Works Superintendent, Public Works Lead, and Public Works General Laborer job descriptions are amended as attached hereto and incorporated herein as Exhibit A.

Section 4.     Superseder and Publication. All code provisions, ordinances, resolutions and orders, or parts thereof, in conflict herewith, are to the extent of such conflict hereby superseded. A full, true and complete copy of this Ordinance shall be published in pamphlet form as provided by the Illinois Municipal Code, as amended.

Section 5.     Effective Date. This Ordinance shall be in full force and effect upon passage and approval, as provided by the Illinois Municipal Code, as amended.

Motioned for approval by Trustee \_\_\_\_\_;

With a second by Trustee \_\_\_\_\_, roll call vote:

Mark Adair \_\_\_\_\_

Daniel Grady \_\_\_\_\_

Vicki Buffo \_\_\_\_\_

Jared Robbins \_\_\_\_\_

Craig Goad \_\_\_\_\_

Tom Swigart \_\_\_\_\_

**SO PASSED, ADOPTED, APPROVED AND ENACTED IN AND AT THE  
VILLAGE OF TOLONO, COUNTY OF CHAMPAIGN, STATE OF ILLINOIS, THIS 18<sup>th</sup>  
DAY OF NOVEMBER, 2025 A.D.**

\_\_\_\_\_  
Terrence Stuber, Village President

ATTEST:

\_\_\_\_\_  
Brandy Dalton, RMC, CMC, MMC  
Village Clerk

(SEAL)

Recorded in Municipal Records: November 18, 2025.  
Published in pamphlet form: November 18, 2025.

## **EXHIBIT A**

# Village of Tolono

## JOB DESCRIPTION

Revised December 2024, November 2025

**THIS POSITION IS NOT CATEGORIZED AS A MUNICIPAL OFFICER.**

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**Job Title:** Public Works General Laborer

**Supervisor:** Public Works Superintendent

**Department:** Public Works

**FLSA Status:** Non-Exempt

**Job Types:** Part Time Seasonal/Temporary;

**Job Location:** Tolono, Illinois

Full Time (All are At-Will Employees)

**Initial Review Period:** 6 Months

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### SUMMARY

Under executive direction of the Public Works Superintendent and/or Public Works Lead, this position performs the operation, maintenance and care of infrastructure and owned facilities within the Village of Tolono. Work is performed with considerable independence and involves the application of tact, judgment, and discretion in coordinating and participating in the custodial, maintenance and repair activities; operates a variety of complex machinery and equipment used in maintenance and repair. Requires the ability to establish and maintain satisfactory working relationships with co-workers, other Village employees, and the general public.

### SUPERVISORY RESPONSIBILITIES

This position may exercise supervisory responsibilities insofar as providing training in safe and efficient work methods to newly hired maintenance workers and ensure proper safety measures are taken on the job site.

### PRIMARY DUTIES & RESPONSIBILITIES

Under executive direction, this position performs the operation, maintenance and care of infrastructure and owned facilities within the Village of Tolono. This position also performs daily custodial, maintenance and repair activities. Performs other duties as required or assigned which are reasonably within the scope of the duties listed below.

#### Streets & Alleys Duties

- Maintain and repair streets and alleys.
- Maintain roadways during/after hazardous weather of downed tree limbs, snow, ice, and standing water.
- Maintain and repair curbs and sidewalks.
- Perform ground maintenance on public landscaping and Village property.
- Perform brush pick up, leaf collection and disposal.
- Install/maintain proper street signage and markings.
- Perform mosquito control duties.
- Maintain safety awareness of policies and regulations concerning assigned work including proper traffic control and protection, fall protection, lifting protection, and personal protective equipment.
- May be called in for emergency snow removal.

#### Equipment Maintenance Duties

- Maintain village equipment including vehicles, tractors, small power equipment, trailers and other mechanical equipment that does not require a service contract.



- Perform seasonal switch over of equipment attachments for leaf, snow and summer operation.
- Perform preventative maintenance to equipment on established schedules including oil changes, tire rotation, oil and filter changes and other routine repairs.
- Maintain safety awareness of policies and regulations concerning assigned work including proper tool safety, use of equipment lifts, and use of personal protective equipment.

#### **Storm Sewer Duties**

- Maintain and repair the storm sewer system.
- Maintain safety awareness of policies and regulations concerning assigned work including trenching.

Ability to operate equipment and machinery in a safe and efficient manner including but not limited to dump trucks, plow trucks, loaders, backhoes, post installers, mowers, skid steers, hand and power tools.

#### **KNOWLEDGE, SKILLS & ABILITIES**

Execute tact and understanding when listening to the general public's concerns. Ability to anticipate their needs and effectively bring closure to a situation with thorough information and action in a timely manner.

Demonstrate effective skills in oral and written communication. Ability to establish and maintain effective working relationships with supervisor, co-workers, village officials, consultants, contractors, and the general public. Ability to interpret oral or written instructions.

Ability to perform addition, subtraction, multiplication, and division; basic math skills needed to use survey and other measuring and layout tools related to public works construction.

Ability to apply principles of influence, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is measurable or verifiable.

Considerable knowledge of construction language, procedures, techniques, and materials used in public works functions and services (limited knowledge of civil engineering procedures and practices as applied to public works would be beneficial.).

Considerable knowledge of the occupational hazards and safety precautions involved with the operation, maintenance, and care of infrastructure. Ability to follow village rules, regulations, and procedures.

Knowledge of and skill in preventative maintenance of machines, engines, plumbing, electricity, carpentry, welding, heating and air conditioning, use of blue prints, wiring diagrams, schematics, and repair/replacement of finished materials, overall building maintenance, cost estimation of remodeling projects, and grounds maintenance;

Mechanical Aptitude: Familiarity with common hand and power tools and a basic understanding of maintenance, such as minor carpentry, plumbing, or electrical work, is highly valued.

Ability to review work of contractors and recognize defects in materials and performance to specification. Ability to relate plans and specifications to actual field conditions.

Takes actions that demonstrate consideration for the needs of others and the effect of one's behavior on others. Demonstrates ongoing commitment to values of the village and serves as a role model to others in the organization.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION/EXPERIENCE**

High school diploma or general education degree (GED), with at least one year of experience in general construction, groundskeeping, landscaping, or basic mechanical repair.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a current and valid Illinois driver's license (standard, non-commercial Class C) to operate most municipal trucks and vehicles. The employee will be required to have or obtain a Commercial Driver's License (CDL), Class B with an Air Brake endorsement, within 6 months of being hired. Some seasonal and part-time employees may be exempt from being required to obtain a CDL. Employee must have a safe driving record; proof of insurability; and comply with all IDOT mandated drug/alcohol testing. May be required to obtain IL Dept of Agriculture Mosquito Applicator License upon hire.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; run; use hands to finger, handle, or feel; reach with hands and arms; push/pull; climb or balance; bend; twist; kneel; crouch; crawl; talk or hear; and adjust to confined space. The employee is occasionally required to sit while performing specific tasks related to the completion of a job. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. The ability to perform heavy manual labor is essential, including frequently lifting objects individually or as a team (often 40–125+ pounds), standing, walking for long periods, and working in all weather conditions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud. Employee must be available for 24/7 emergency call-outs, especially for snow removal, water main breaks, or storm response.

**NOTE: Formal application, rating of education and experience, oral interview and reference check, job related tests may be required. Duties listed are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

Reasonable accommodations, if necessary, will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, visual acuity and hearing in a manner that does not pose a direct threat to the health and safety of the employee or others in the workplace nor cause the Village of Tolono undue expense or hardship.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



# Village of Tolono

## JOB DESCRIPTION

Created December 2024

Revised November 2025

**THIS POSITION IS NOT CATEGORIZED AS A MUNICIPAL OFFICER.**

**Job Title:** Public Works Lead

**Supervisor:** Public Works Superintendent

**Department:** Public Works

**FLSA Status:** Non-Exempt

**Job Types:** Full Time; At-Will; On-Call

**Job Location:** Tolono, Illinois

**Initial Review Period:** 6 Months

**Requirement of Residence:** None

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### SUMMARY

Under executive direction of the Public Works Superintendent, this position performs the operation, maintenance and care of infrastructure and owned facilities within the Village of Tolono. Work is performed with considerable independence and involves the application of tact, judgment, and discretion in coordinating and participating in the custodial, maintenance and repair activities; operates a variety of complex machinery and equipment used in maintenance and repair. Requires the ability to establish and maintain satisfactory working relationships with co-workers, other Village employees, and the general public.

### SUPERVISORY RESPONSIBILITIES

This position may exercise supervisory responsibilities insofar as providing training in safe and efficient work methods to newly hired maintenance workers; ensuring proper safety measures are taken on the job site; overseeing and coordinating other Public Works staff when the Superintendent is not present; assigning tasks given by the Superintendent; ensuring the proper upkeep and repair of Village buildings, equipment, and grounds; reporting to the Superintendent with any concerns or issues.

### PRIMARY DUTIES & RESPONSIBILITIES

Under executive direction, this position performs the operation, maintenance and care of infrastructure and owned facilities within the Village of Tolono. This position also performs daily custodial, maintenance and repair activities. Performs other duties as required or assigned which are reasonably within the scope of the duties listed below.

#### Streets & Alleys Duties

- Maintain and repair streets and alleys.
- Maintain roadways during/after hazardous weather of downed tree limbs, snow, ice, and standing water.
- Maintain and repair curbs and sidewalks.
- Perform ground maintenance on public landscaping and Village property.
- Perform brush pick up, leaf collection and disposal.
- Install/maintain proper street signage and markings.
- Perform mosquito control duties.
- Maintain safety awareness of policies and regulations concerning assigned work including proper traffic control and protection, fall protection, lifting protection, and personal protective equipment.
- May be called in for emergency snow removal.



### **Equipment Maintenance Duties**

- Maintain village equipment including vehicles, tractors, small power equipment, trailers and other mechanical equipment that does not require a service contract.
- Perform seasonal switch over of equipment attachments for leaf, snow and summer operation.
- Perform preventative maintenance to equipment on established schedules including oil changes, tire rotation, oil and filter changes and other routine repairs.
- Maintain safety awareness of policies and regulations concerning assigned work including proper tool safety, use of equipment lifts, and use of personal protective equipment.

### **Storm Sewer Duties**

- Maintain and repair the storm sewer system.
- Maintain safety awareness of policies and regulations concerning assigned work including trenching.

Ability to operate equipment and machinery in a safe and efficient manner including but not limited to dump trucks, plow trucks, loaders, backhoes, post installers, mowers, skid steers, hand and power tools.

### **KNOWLEDGE, SKILLS & ABILITIES**

Execute tact and understanding when listening to the general public's concerns. Ability to anticipate their needs and effectively bring closure to a situation with thorough information and action in a timely manner.

Demonstrate effective skills in oral and written communication. Ability to establish and maintain effective working relationships with supervisor, co-workers, village officials, consultants, contractors, and the general public. Ability to interpret oral or written instructions.

Ability to perform addition, subtraction, multiplication, and division; basic math skills needed to use survey and other measuring and layout tools related to public works construction.

Ability to apply principles of influence, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is measurable or verifiable.

Considerable knowledge of construction language, procedures, techniques, and materials used in public works functions and services (Limited knowledge of civil engineering procedures and practices as applied to public works would be beneficial.).

Considerable knowledge of the occupational hazards and safety precautions involved with the operation, maintenance, and care of infrastructure. Ability to follow village rules, regulations, and procedures.

Knowledge of and skill in preventative maintenance of machines, engines, plumbing, electricity, carpentry, welding, heating and air conditioning, use of blue prints, wiring diagrams, schematics, and repair/replacement of finished materials, overall building maintenance, cost estimation of remodeling projects, and grounds maintenance;

Mechanical Aptitude: Familiarity with common hand and power tools and a basic understanding of maintenance, such as minor carpentry, plumbing, or electrical work, is highly valued. The ability to safely operate heavy machinery is also highly valued.

Ability to review work of contractors and recognize defects in materials and performance to specification. Ability to relate plans and specifications to actual field conditions.

Takes actions that demonstrate consideration for the needs of others and the effect of one's behavior on others.  
Demonstrates ongoing commitment to values of the village and serves as a role model to others in the organization.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION/EXPERIENCE**

High school diploma or general education degree (GED), a minimum of 2 years of experience in a role similar to a general maintenance laborer. 2+ years of project or people management is also preferred.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a current and valid Illinois driver's license (standard, non-commercial Class C) to operate most municipal trucks and vehicles. The employee will be required to have or obtain a Commercial Driver's License (CDL), Class B with an Air Brake endorsement, within 6 months of being hired. Employee must have a safe driving record; proof of insurability; and comply with all IDOT mandated drug/alcohol testing. May be required to obtain IL Dept of Agriculture Mosquito Applicator License upon hire.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; run; use hands to finger, handle, or feel; reach with hands and arms; push/pull; climb or balance; bend; twist; kneel; crouch; crawl; talk or hear; and adjust to confined space. The employee is occasionally required to sit while performing specific tasks related to the completion of a job. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. The ability to perform heavy manual labor is essential, including frequently lifting objects individually or as a team (often 40–125+ pounds), standing, walking for long periods, and working in all weather conditions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud. Employee must be available for 24/7 emergency call-outs, especially for snow removal, water main breaks, or storm response.

**NOTE: Formal application, rating of education and experience, oral interview and reference check, job related tests may be required. Duties listed are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

Reasonable accommodations, if necessary, will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, visual acuity and hearing in a manner that does not pose a direct threat to the health and safety of the employee or others in the workplace nor cause the Village of Tolono undue expense or hardship.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# Village of Tolono

## JOB DESCRIPTION

UPDATED DECEMBER 4, 2024; November 18, 2025

**THIS POSITION IS NOT CATEGORIZED AS A MUNICIPAL OFFICER.**

**Job Title:** Public Works Superintendent

**Supervisor:** Village President

**Department:** Public Works

**FLSA Status:** Non-Exempt

**Job Type:** Full Time, At Will; On-Call

**Job Location:** Tolono, Illinois

**Initial Review Period:** 6 Months

**Requirement of Residence:** Village of Tolono residency not required but preferred

### SUMMARY

Under executive direction of the Village President, this position schedules, prioritizes and directs the work activities of the public works staff and assigned contractors, the operation, maintenance and care of infrastructure and facilities within the Village of Tolono. Work is performed with considerable independence and involves the application of tact, judgment, and discretion in coordinating and participating in the custodial, maintenance and repair activities; operates a variety of complex machinery and equipment used in maintenance and repair. Requires the ability to establish and maintain satisfactory working relationships with co-workers, other Village employees, and the general public.

### SUPERVISORY RESPONSIBILITIES

This position may exercise supervisory responsibilities insofar as providing training in safe and efficient work methods; ensure proper safety measures are taken on the job site; schedules work crews as necessary to ensure that sufficient staff are assigned to each project; operates department equipment as a lead worker or independently on projects and activities; confers with contractors regarding job site inspections and newly introduced projects which will then be reported to the village board; evaluates the public works equipment and vehicle needs and recommends the purchase of new equipment and vehicles; prepares specifications, requests price quotes and recommends suppliers. Other responsibilities include training employees and to confer with the Village President in the review of employees and assigned contractors.

### PRIMARY DUTIES & RESPONSIBILITIES

Under executive direction, this position plans, organizes, directs, and coordinates, the work activities of the public works staff and assigned contractors, the operation, maintenance and care of infrastructure and owned facilities within the Village of Tolono and assigned contractors. This position also assists public works staff with daily custodial, maintenance and repair activities. Serves as the public works on-call employee during an assigned weekend; responds to calls concerning potentially hazardous situations; resolves the problem(s)/requests additional manpower as required under the guidance of the Village President. Performs other duties as required or assigned which are reasonably within the scope of the duties listed below.

#### Streets & Alleys Duties

- Maintain and repair streets and alleys.
- Maintain roadways during/after hazardous weather of downed tree limbs, snow, ice, and standing water.
- Maintain and repair curbs and sidewalks.



- Perform ground maintenance on public landscaping and Village property.
- Perform brush pick up, leaf collection and disposal.
- Install/maintain proper street signage and markings.
- Perform mosquito control duties.
- Maintain safety awareness of policies and regulations concerning assigned work including proper traffic control and protection, fall protection, lifting protection, and personal protective equipment.

#### **Water & Sewer Duties**

- Maintain and repair the storm sewer system.
- Maintain safety awareness of policies and regulations concerning assigned work including trenching.

#### **Equipment Maintenance Duties**

- Maintain village equipment including vehicles, tractors, small power equipment, trailers and other mechanical equipment that does not require a service contract.
- Perform seasonal switch over of equipment attachments for leaf, snow and summer operation.
- Perform preventative maintenance to equipment on established schedules including oil changes, tire rotation, oil and filter changes and other routine repairs.
- Maintain safety awareness of policies and regulations concerning assigned work including proper tool safety, use of equipment lifts, and use of personal protective equipment.

Ability to operate equipment and machinery in a safe and efficient manner including but not limited to dump trucks, plow trucks, loaders, backhoes, post installers, mowers, skid steers, hand and power tools.

Schedules projects and maintains records (work orders, materials, and equipment usage) of all work activities, inventory and maintenance.

Investigate and determine response to unsatisfactory or unacceptable situations that arise within the village, assist with preparation of maps and other documentation of village infrastructure.

Directs and enforces safety procedures to ensure all work is executed in compliance with safety requirements within a reasonable time frame.

Confer with the Village President regarding planning, organizing, scheduling, assigning and reviewing of all public works employees and assigned contractors; report accidents. Make recommendations to the Village President regarding departmental budgeting, equipment purchasing, and the hiring, promotion, grievance, discipline, and discharge of employees. Provide monthly oral and/or written reports to the Board of Trustees.

#### **KNOWLEDGE, SKILLS & ABILITIES**

Execute tact and understanding when listening to the general public's concerns. Ability to anticipate their needs and effectively bring closure to a situation with thorough information and action in a timely manner;

Demonstrate effective skills in oral and written communication. Ability to establish and maintain effective working relationships with supervisor, co-workers, village officials, consultants, contractors, and the general public. Ability to interpret oral or written instructions;

Ability to perform addition, subtraction, multiplication and division; basic math skills needed to use survey and other measuring and layout tools related to public works construction;

Ability to apply principles of influence, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems;

Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is measurable or verifiable

Considerable knowledge of construction language, procedures, techniques, and materials used in public works functions and services (Limited knowledge of civil engineering procedures and practices as applied to public works would be beneficial.);

Considerable knowledge of the occupational hazards and safety precautions involved with the operation, maintenance, and care of infrastructure. Ability to follow village rules, regulations, and procedures;

Knowledge of and skill in preventative maintenance of machines, engines, plumbing, electricity, carpentry, welding, heating and air conditioning, use of blue prints, wiring diagrams, schematics, and repair/replacement of finished materials, overall building maintenance, cost estimation of remodeling projects, and grounds maintenance;

Knowledge of management principles and practices. Ability to apply knowledge of management principles and practices to effectively plan, coordinate, and direct the work of public works staff;

Mechanical Aptitude: Familiarity with common hand and power tools and a basic understanding of maintenance, such as minor carpentry, plumbing, or electrical work, is highly valued. The ability to safely operate heavy machinery is also highly valued.

Ability to review work of contractors and recognize defects in materials and performance to specification. Ability to relate plans and specifications to actual field conditions;

Takes actions that demonstrate consideration for the needs of others and the effect of one's behavior on others. Demonstrates ongoing commitment to values of the village and serves as a role model to others in the organization.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION/EXPERIENCE**

High school diploma or general education degree (GED), a minimum of 5 years of increasingly responsible experience in various public works maintenance and repair activities. 2+ years of project or people management is also required.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a current and valid Illinois driver's license (standard, non-commercial Class C) to operate most municipal trucks and vehicles. The employee will be required to have or obtain a Commercial Driver's License (CDL), Class B with an Air Brake endorsement, within 6 months of being hired. Employee must have a safe driving record; proof of insurability; and comply with all IDOT mandated drug/alcohol testing. May be required to obtain IL Dept of Agriculture Mosquito Applicator License upon hire.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; run; use hands to finger, handle, or feel; reach with hands and arms; push/pull; climb or balance; bend;

twist; kneel; crouch; crawl; talk or hear; and adjust to confined space. The employee is occasionally required to sit while performing specific tasks related to the completion of a job. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. The ability to perform heavy manual labor is essential, including frequently lifting objects individually or as a team (often 40–125+ pounds), standing, walking for long periods, and working in all weather conditions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to occasionally loud. Employee must be available for 24/7 emergency call-outs, especially for snow removal, water main breaks, or storm response.

**NOTE:** Formal application, rating of education and experience, oral interview and reference check, job related tests may be required. Duties listed are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Reasonable accommodations, if necessary, will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, visual acuity and hearing in a manner that does not pose a direct threat to the health and safety of the employee or others in the workplace nor cause the Village of Tolono undue expense or hardship.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.