



Village of Dakota - 112 E Main St., PO Box 162 Dakota IL 6118

(815) 449-2218 or villageofdakota@outlook.com

Village Maintenance Job Description

Interviews Monday, May 20th Starting at 6PM

The Village of Dakota, Illinois is accepting applications for full-time Village Maintenance to maintain all municipal property, buildings, and equipment.

Duties will include, but are not limited to, the following:

Water and Sewer Duties:

- Wastewater treatment facility daily monitoring, clean sewer screen and obtain samples
- Maintain wastewater treatment grounds. Including mowing, tree trimming, snow removal, burn pile, and additional ground maintenance as needed
- Water treatment facility daily monitoring of chlorine and fluoride and perform water samples
- Communicate with JULIE for locating services. Locate and mark water and sewer mains
- Close and open all Village water mains as needed
- Exercises and maintains generators
- Notifies residents with barricades during emergencies such as water main breaks or water boils through approved Village policy
- Assist in maintenance of all water and sewer applications under direction of licensed water and sewer operator

Landscaping Duties:

- Performs all ground maintenance, planting, mowing, raking, edging, trimming, pruning, weeding, staking trees and shrubs of all Village property including Dakota park, water and sewer facilities and Village properties.
- Trim and remove small trees utilizing chainsaw, pole saws, and stump grinders. Remove dead, broken and undesired branches and tops of trees using saws, axes and other tools, both hand and powered.
- Perform residential yard waste removal, leaf removal and Christmas tree collection

Street and Sidewalk Maintenance Duties:

- Perform all snow plowing, salting, shoveling and snow removal within the Village and Wastewater facility
- Install and maintain all signs
- Repair and patch streets as needed
- Paint and maintain crosswalks and signs
- Clean debris from culverts, ditches and right-of-way

- Review all sidewalks for repairs and replacement

Village Property Duties:

- Maintain and clean all Village buildings, including bathrooms, sweep and mop floors, remove all garbage and recycling.
- Maintains all Village buildings with general maintenance such as painting, changing locks, replacing doors and basic repairs as needed
- Obtain quotes for concrete work, tree removal, street repairs and additional quotes as needed through Village Board

Village Park and Community Center Duties:

- Maintain nature path, park playground equipment and park buildings
- Assist in Dakota Park and Community Hall events, such as Light Up Dakota Christmas lights and Cookies with Santa
- Obtain quotes for Village concrete work, tree removal, street repairs and additional quotes as needed through Village Board

General Duties

- Record all jobs performed. Monitor and complete weekly, monthly and yearly job duties and report to Village Board
- Clean and care for all tools and equipment
- Service and maintain Village equipment by changing oil, sharpening blades, monitoring engine and tire conditions, and all other equipment maintenance as needed
- Attend Board Meeting and communicate with Board as needed
- The position of Village Maintenance requires the employee to be “on-call” 24 hours per day in case of an emergency
- Additional job duties as needed

Salary: \$40,000

Interested Candidates please send cover letter and resume to:

Village of Dakota
PO Box 162
Dakota IL 61018

Or email resume and cover letter to villageofdakota@outlook.com