



Job Title: Seasonal Employee

Department: Public Works

Education Required:

At least 18 years of age.

Other Qualifications:

Valid Illinois driver's license.

Type of Position:

- Full-time
- Part-time
- Intern

Hours: 40 hours/week

- Exempt
 - Nonexempt
- Overtime may be required on occasion

General Description:

Under the direction of the Public Works Supervisors, performs work of routine difficulty in manual labor involving physically demanding unskilled and semi-skilled tasks; performs related work as required.

Essential Functions of the job:

- Perform manual labor completing tasks such as digging and shoveling earth, street patching and trash collection, etc.
- Perform general landscaping such as watering flowers, cutting grass, trimming trees/bushes, etc.
- Paint valve covers, exercise water valves and flush fire hydrants.
- Lift and carry supplies needed to maintain Village infrastructure.
- Carry or lift branches when a tree is being cut down or trimmed.
- As work experience is realized, may perform somewhat more difficult tasks; receiving detailed work assignments with work subject to review while in progress and upon completion.
- Performs other duties as assigned.

Safety and Risk Management Responsibilities:

All employees are expected to exercise their responsibility for employee safety and risk management. Adherence to safety requirements is considered an important measure of employee performance evaluation. Employees are responsible for complying with all established safe work rules; reporting all accidents and injuries immediately and cooperating in all accident and injury investigations by supplying full and complete information; submitting recommendations for safety and efficiency, as well as reporting defective equipment and unsafe conditions; using safety equipment provided for personal use in performing daily work assignments; only operating equipment trained and authorized to operate; providing public protection from unsafe conditions and hazards resulting from municipal work operations; and participating in special safety activities such as departmental safety committees, job safety analysis, and special training sessions. Other responsibilities with regard to employee safety are detailed in the Safety Manual under Sections 3.00 and 5.00, pages 7 and 9 respectively.

Knowledge and Skills:

Comprehensive skill, experience and knowledge in the tools used in maintenance and construction; precautions necessary to work safely with and around mechanized equipment; using standard tools, supplies and materials common in manual labor tasks; understanding and carrying out verbal instructions; some knowledge of Village streets.

Supervisory Responsibilities: This position does **NOT** require supervisory responsibilities.

Competencies:

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Remains open to others' ideas and tries new things. Ability to establish and maintain working relationships with co-workers, supervisors and the public.

Ethics - Treats people with respect; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Completes administrative tasks correctly and on time. Follows instructions and responds to management direction.

Communication - Listens and gets clarification; Responds well to questions; Speaks clearly and persuasively in positive or negative situations. Writes clearly and informatively. Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Supports everyone's efforts to succeed. Contributes to building a positive team spirit; Shares expertise with others.

Adaptability – Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.

Technical Skills - Assesses own strengths and development areas; Pursues training and opportunities for growth; Strives to continuously build knowledge and skills; Shares expertise with others.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Ability to work independently with only general direction.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Physical Demands:

Ability to reach, lift and carry 50 lbs.; stoop, kneel, and pick up 100 lbs.; pull or push 200 lbs.; must have perception and discrimination of color, sound, taste, texture, odor and form; operate in an environment of excessive noise and varying light intensity; work in conditions of excessive dust or dirt, stand for long periods of time; crouch and crawl as needed; climb ladders in excess of five feet but less than twenty feet.

Work Environment:

Frequently be exposed to temperature extremes, strong odors or fumes, toxic agents, loud noise, vibrations, wetness, humidity, adverse weather conditions, dust, varying light conditions.