



NOW HIRING

Extended Seasonal Help Public Works Department

DESCRIPTION:

The Village of Glen Ellyn's Public Works Department is currently accepting applications for temporary help positions on an extended seasonal basis. The purpose of these positions is to provide general labor assistance to maintenance crews during the spring, summer and fall months, and to also plow snow during the winter season (December – March). Duties include performing outdoor grounds and tree maintenance, street maintenance and repair (as well as trash removal and painting) and utilities assistance with water and sewer infrastructure. Training with vehicles/equipment and familiarization with department operations will be provided upon hire.

ESSENTIAL FUNCTIONS:

- Assists crews with related maintenance activities, including tree trimming, branch chipping, excavating, watering and tree removals
- Assists crews with related activities, including sign fabrication, sign posting, pot hole patching, street repairs and barricade maintenance
- Assist crews with related activities, including catch basin repairs, storm sewer cleaning, and hydrant flushing
- Performs minor equipment maintenance, including washing, waxing, vacuuming, cleaning and lubricating
- Performs miscellaneous tasks and assignments, including community special event activities, site weeding, floor sweeping and window cleaning
- Performs courteous and responsive customer service in the field
- Plows snow and sidewalk snow removal during winter operations as needed

QUALIFICATION REQUIREMENTS:

All employees must be at least 18 years of age at the time of application, and must possess a high school diploma or equivalent. Candidates must also possess a valid Illinois driver's license at the time of application. CDL a plus, but not required. Candidates with previous outdoor maintenance and/or snow plowing experience is also a plus, but not required.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, climbing, walking, some heavy lifting and/or moving of heavy items; grasping, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this

job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Employee occasionally works around vibrations and noise, moving mechanical parts, confined spaces and underground trenches, heights, and is exposed to fumes or airborne particles, toxic or caustic chemicals, and extreme outdoor temperatures and weather conditions. Steel-toe safety shoes are required. (Village does not provide shoes, but will issue an allowance to help offset a portion of the cost pursuant to policy).

The daily work schedule is Monday-Friday, 7:00 am to 3:30 pm from approximately April through November. Candidate must be willing to work occasional overtime, including weekends and holidays, if circumstances warrant.

SALARY/BENEFITS:

The pay offered for this position is \$9.50/hour with no fringe benefits. Returning employees are eligible for annual pay raise in subsequent years of employment. Also, as an incentive to work the duration of the extended timeframe (950 hours), candidates have the opportunity to earn an additional \$2.00/hr. More information regarding the terms/conditions for the incentive pay will be provided during the interview.

HOW TO APPLY:

1. Interested candidates should submit a completed employment application to vgeresume@glenellyninfo.org. **Candidates must indicate (Job ID #06-18 “Extended Seasonal-PW” in the subject line.**
2. The position is open until filled; however, **review of applications is ongoing at this time.**
3. The selected candidate will be required to pass a pre-employment criminal background check, as well as a post-offer medical physical and drug screen.

Candidates requiring reasonable accommodations under the Americans with Disabilities Act should contact Human Resources at 630-469-5000.

THE VILLAGE OF GLEN ELLYN IS AN EQUAL OPPORTUNITY EMPLOYER