



NOW HIRING

Maintenance Worker I Forestry Division Public Works Department

DESCRIPTION:

The Village of Glen Ellyn Public Works Department is recruiting for one (1) full-time Maintenance Worker I position. The Maintenance Worker I position serves as an entry-level worker within the Streets/Forestry Division by performing a variety of semi-skilled and skilled tasks in the maintenance of Village-owned infrastructure, with specific emphasis on the day-to-day maintenance of Village-owned parkway trees and related landscaping. Position is required to respond to emergencies off-hours, including snow plowing activities, on evenings, weekends, and holidays. Other related duties as assigned. Position reports directly to the Division's Crew Leader.

ESSENTIAL FUNCTIONS:

- Perform a variety of semi-skilled and skilled public infrastructure maintenance duties.
- Operate a variety of vehicles and heavy-duty tools and equipment properly & safely.
- Maintain Village-owned parkway tree inventory by inspecting, planting, trimming, and removing trees; perform cabling and resistograph analysis, as needed.
- Grind and remove tree stumps and restore parkway
- Recognize and treat diseased trees, as needed.
- Maintain Village-owned landscaping by planting, removing, and watering flowers and shrubs
- Assist the general public and private contractors with questions and concerns.
- Prepare accurate work records including time spent and materials used.
- Set-up safe work zones and use appropriate safety equipment.
- Assist in emergency response operations and community special events
- Participate in snow removal operations according to the snow and ice removal plan.
- Ability to willingly assist in the performance of maintenance tasks normally assigned to other divisions

QUALIFICATION REQUIREMENTS:

Applicants must possess a high school diploma or equivalent, and at least one (1) year of experience in general construction and maintenance work. Prior experience with tree climbing is preferred. Candidates must possess (and maintain throughout employment) a valid motor vehicle driver's license at time of employment, and possess or be able to obtain a Class B-CDL air brake and tanker endorsements within one (1) year of

employment (possession of Class B-CDL or class "A" at the time of application is preferred). Demonstrate the desire to learn, or have the ability to operate, various types of heavy-duty tools and equipment including chain-saw, chipper, backhoe, loader, skid steer and bucket truck. The general work schedule is Monday-Friday, 7:00 am to 3:30 pm. Must be able to respond to after-hours call-backs and be prepared for and confront emergency conditions as necessary.

Ability to think quickly, maintain self-control, and adapt to stressful situations is an important skill set. Qualified applicants should also be able to demonstrate the ability to effectively solve problems and exercise good judgment. The ability to develop positive working relationships with the general public, contractors, and Village staff is also a critical skill set. Must be able to perform basic mathematical calculations, and possess the ability to comprehend, retain, and apply Village rules and procedure manuals, including any pertinent Federal, State, or local laws. Position also requires intermediate skills in the operation of computers and related software, as well as the ability to identify different tree and plant species and their distinguishing characteristics.

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, climbing, walking, lifting and/or moving (up to 75 pounds), 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. Work environment includes primarily outdoor work in various types of weather conditions, with some indoor work as well.

SALARY/BENEFITS:

The starting base pay offered for this position is \$20.64/hr (\$42,931), with excellent fringe benefits. This position is non-exempt under FLSA.

HOW TO APPLY:

1. Interested candidates should submit a resume and cover letter vgeresume@glenellyninfo.org. **Hard copies (faxed, mailed, hand-delivered) of resumes will be declined.**
2. Applicants must indicate **(Job ID: #27-17 Forestry Maint. Worker PW)** in the subject line of their e-mail.
3. The selected finalist will be required to successfully pass a pre-employment criminal background check, reference check, and a post-offer medical physical with a drug and alcohol screen.

The Village is accepting applications until **September 28, 2017 at 5:00 pm**. *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