Job Description: PUBLIC WORKS: Seasonal

Job Summary: Under close supervision, performs manual unskilled and semi-skilled work in the routine operation of trucks, motorized equipment and hand tools and routine maintenance and repair of streets and sewers. Assignments may be given in detail or may follow established routine. Limited independence is exercised; work is regularly checked by the supervisor for quality, quantity and safety of operation and care of equipment.

Responsibilities:

- Perform pavement repair work to streets, alleys, sidewalks and parking lots. Set forms for concrete pavement and structures; pour and finish concrete and make routine and permanent asphalt repairs and patches.
- Utilize hand tools to manually shovel asphalt and rock, install signs, move office furniture, unload and deliver supplies and materials, clean sewers, vacuum leaves, weed eat, mulch and cut wood. Operate public works vehicles ranging from pickups to tandem dump trucks to haul materials, make street repairs, load refuse and perform leaf collection, snow removal and ice control duties.
- Utilize public works equipment to repair and maintain chip and seal, asphalt and concrete streets and parking lots; maintain right-of-way, spread rock, load trucks, collect refuse and plow snow.
- Maintain public works equipment and vehicles by performing minor maintenance and service including, but not limited to, greasing fittings, topping off fluids, changing brooms, changing plow blades and calibrating salt spreaders.
- Perform work zone safety duties including signing of work zones and detours; utilize and wear proper protective safety gear and equipment.
- Clean and maintain equipment as necessary.
- Other duties may be assigned. Training and Experience

Required Education and Experience:

- High school diploma or GED equivalent; one (1) year experience in operation and routine maintenance of public works trucks and construction motor equipment and in road and sewer maintenance or related work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- Knowledge, Skills and Abilities General knowledge of public works, construction techniques and standards; basic maintenance and manual work tasks; operation and function of related hand and power tools; safe work practices.
- Skill in effectively communicating with those contacted throughout the course of the workday; maintaining effective working relationships with other departments, agencies, employees,
supervisors and members of the public; and in the safe and proper operation of equipment and hand tools.

- Ability to understand and follow oral and written instructions; ensure a safe work environment; work assigned shifts and standby; report to emergency work situations, including snow removal and signs down.
- Certificates, Licenses, Registrations
- Valid Illinois Class B Commercial Driver’s License (CDL-B) with air brakes endorsement or equivalent upon application. Within 90 days.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is regularly required to talk or hear; frequently required to walk, stand, sit, use hands and fingers to handle, feel and make fine adjustments, reach with hands and arms, climb or balance, stoop, kneel, crouch and crawl. The employee will frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to work under varied weather conditions.

For employment consideration please contact Sonya Douglas at 708-758-3330 after applying on the website at [www.saukville.org](http://www.saukville.org)

Village of Sauk Village is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.