



VILLAGE OF LINCOLNSHIRE Job Description

Title: Public Works – Seasonal Laborer
Department: Public Works
Date: February, 2018
Classification: Non-Exempt

Note: This job description describes a general category of jobs. In order to meet the needs of Village government or its departments, employees may be assigned other duties, in addition to or in lieu of any of those described below, and any duties are subject to change at any time.

GENERAL DESCRIPTION

Works in all areas of the Public Works Department including maintenance and repair of landscapes, parks, athletic fields, streets and utilities, leaf collection and snow removal.

SUPERVISION RECEIVED

Work is performed under the direction of the Streets/Stormwater Foreman and/or Field Maintenance Foreman.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES

- Performs routine work or maintenance as needed on Village equipment or property.
- Maintains Village property including parks and buildings through cleaning, landscape, maintenance or repair.
- Participates and seasonal projects such as leaf collection or snow plowing.
- Operates various pieces of power equipment.
- Maintains a safe work environment for self and co-workers.
- Interacts with residents through daily work activities.
- Maintains personal time and job records in a timely manner.
- Performs others duties as required or assigned.

CONTACTS OUTSIDE OF DEPARTMENT

Other department personnel, personnel in other departments, residents.

PHYSICAL DEMANDS

Lifting, pushing, pulling or carrying of objects up to 100 lbs. occasionally, under 20 lbs. frequently; raking, digging for extended periods; considerable walking often for a three hour period in all types of weather, standing, bending, twisting, kneeling, squatting, crawling, reaching, climbing, and grasping. Must have dexterity to manipulate objects as small as 1/4", hearing and speaking ability sufficient to understand radio transmissions and converse both in person and over the telephone. May be required to work continuously for long hours, in emergency situations.

TOOLS AND EQUIPMENT USED

1/2, 1 or 2 ton dump truck with or without snow plow, pickup truck with lift gate, leaf equipment, landscape maintenance equipment, power drill, power saw, dollies, pallet form, chain saw, hammer, shovel, ladder, small tractors, compressor, chipper, telephone, sewer flusher, radio, snow plow equipment, leaf pick up equipment, ladder, power auger, air hammer, generator, brooms, tree trimming tools, aerating equipment, and general office equipment.

WORKING ENVIRONMENT

Moderately noisy office working conditions, moderately noisy to very loud plant conditions, must be able to work in extreme temperature variations, in wetness, dryness, confined and enclosed spaces, in noisy locations, around plant pollen and grass and leaf particulates, around dust, cleaning compounds, paints, thinners, varnishes, gasoline, diesel fuel and oils.

MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED

EDUCATION

Minimum high school student in good standing: diploma, G.E.D., or equivalent preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Understanding of various pieces of equipment and what is required to operate them safely. Must have ability to read and write reports, correspondence, instructions in English; must have hearing ability sufficient to understand radio transmissions and converse with others, both in person and over the telephone; must have speaking ability sufficient to communicate effectively with other individuals in person, over the telephone or over a radio.