



# Village of West

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## **Public Works Department Seasonal Laborer Job Description**

### **Job Summary**

Performs a variety of tasks in the maintenance and operation of streets, parks and recreation buildings, grounds, open spaces, public areas, and public buildings and properties. Is knowledgeable of safety aspects, basic operation, preventive and routine light maintenance of Public Works and Parks equipment. Work is normally received in the form of assignments from the Public Works Director. Laborer also assists in the maintenance and repair of streets, alleys, and related public works projects.

The position is subject to such duties and powers as may be assigned or amended from time to time by action of the Village Board. The following are intended as illustrative examples of work duties.

### **Job Duties and Responsibilities**

Under supervision, performs semi-skilled work in the following areas: repairs streets and curb and gutter; cuts grass and weeds; chips and hauls tree limbs and brush; dead animal removal; performs maintenance and upkeep in Village parks; seasonal ball field preparation; helps maintain and wash vehicles and equipment on a regular basis; downtown flower watering; and carries out assigned tasks in times of emergencies.

Trims and maintains park trees; mows and maintains park and open space areas such as baseball and soccer fields; mows grass and weeds, cleans and maintains park equipment. Assists in setting up and taking down equipment for various Park and Recreation programs and prepares facilities for various Park and Recreation use.

Performs minor, semi-skilled interior building maintenance such as painting, plumbing, electrical, carpentry, and other unskilled and semi-skilled trade work.

Participates in other tasks as assigned to the Street Department and Recreation Department by the Village Administrator and/or the Village Board.

### **Job Requirements**

Must possess a valid driver's license and be at least eighteen (18) years of age.

Skill in use of hand and power tools related to work. Possess good mechanical ability.

Have thorough knowledge of the geography of the Village, including the layout and location of streets and alleys.

Ability to work independently, or with little supervision, and to complete daily activities according to work schedule. Ability to observe proper safety precautions.

Ability to understand and follow oral and written instructions.

Ability to establish effective working relationships with other employees, supervisors, and the public is a necessity. Ability to maintain a professional attitude when interacting with the general public.