



VILLAGE OF ROSCOE
PARKS DEPARTMENT
PART-TIME SEASONAL MAINTENANCE WORKER JOB DESCRIPTION

Reports to: Public Works Director

DEFINITION: Under general supervision, performs work of routine difficulty in a variety of tasks that require unskilled to skilled manual labor.

KNOWLEDGE AND SKILLS:

Knowledge of basic maintenance equipment, basic building system repairs, and simple tool operation. Ability to operate heavy equipment such as snow plows, wheel loaders and backhoes. Ability to operate maintenance equipment such as a zero-turn mower, trimmers, blowers and chipper. Ability to use basic hand tools such as rakes, shovels, brooms, and all small hand tools. Skill in reading, understanding written and verbal instructions, and performing basic math operations. Must be able to make sound decisions and communicate effectively with coworkers and supervisors.

TRAINING AND EXPERIENCE:

Completion of a high school diploma or GED.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work involves frequent walking, standing, stooping, bending, climbing, and driving; as well as lifting and carrying heavy objects (over 50 pounds). The majority of work is conducted out doors and may involve regular exposure to adverse conditions and exposure to rough and uneven terrain.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Illinois Driver's License (Class B CDL preferred) at time of hire. Three years of applicable experience. An ability to work well with the general public and represent the Village of Roscoe in a courteous and professional manner.

EXAMPLES OF DUTIES:

1. Performs any combination of manual, semi-skilled, and skilled tasks to maintain and repair village property and equipment
2. Maintains and repairs all village green space including parks, right of ways, drainage ditches, and yards using appropriate equipment
3. Maintains bike paths, baseball diamonds, and playground equipment
4. Removes tree limbs, brush, trash, glass, animal carcasses, debris, and other materials from village parks, bike paths and building grounds
5. Operates and maintains a variety of village equipment including but not limited to; zero turn mower, trimmers, blowers and chipper
6. Drives and maintains village vehicles including safety checks, fluid checks, and washing/cleaning of vehicle interior and exterior as required
7. Maintains tools and equipment in good working order
8. Observes basic safety practices
9. Performs related work as required
10. Performs any other duties as requested by the Village of Roscoe Public Works Director

COMPENSATION/BENEFITS

Hourly commensurate with qualifications and experience. Position does not include benefits.

An application and full job description is available at <https://www.villageofroscoe.com/your-government/employment-opportunities/>. Please email completed applications/resumes to vorhr@villageofroscoe.com. Applications are also available at the Village of Roscoe, 10631 Main St., Roscoe, IL. Resumes will not be accepted without a completed application. The deadline for applications is April 23rd, 2021. The Village of Roscoe is an Equal Opportunity Employer and Drug Free Workplace. No phone calls will be accepted.