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**VILLAGE OF ROSCOE**  
**PUBLIC WORKS 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 automotive system repairs, basic building system repairs, and simple tool operation. Ability to operate heavy equipment such as snow plows, wheel loaders and backhoes. Ability to operate powered maintenance equipment such as asphalt hot box, chipper, concrete saws, mowers, and chainsaws. 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. Repairs village streets, bike paths, sidewalks, and parking lots using asphalt, cold patch, and/or concrete
3. Installs, applies, and maintains various pavement markings and street signage on village streets, bike paths, and parking lots
4. Maintains and repairs all village green space including parks, right of ways, drainage ditches, and yards using appropriate equipment
5. Maintains bike paths, baseball diamonds, and playground equipment
6. Maintains and repairs all village buildings including minor remodeling, electrical, plumbing, carpentry, painting, roofing, and HVAC repairs utilizing appropriate building trade tools
7. Removes tree limbs, brush, trash, glass, animal carcasses, debris, and other materials from village streets and right of ways, parks, and building grounds
8. Operates and maintains a variety of village equipment including but not limited to; asphalt hot box, backhoe, wheel loader, skid steer and chipper
9. Drives and maintains village vehicles including safety checks, fluid checks, and washing/cleaning of vehicle interior and exterior as required
10. Performs basic mechanical work on village vehicles and equipment
11. Maintains tools and equipment in good working order
12. Observes basic safety practices
13. Performs related work as require
14. 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](mailto: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.