

VILLAGE OF BLOOMINGDALE POSITION DESCRIPTION

Title:	Seasonal Employee	Department:	Village Services
Status:	Temporary	Pay Range: \$9.00-\$10.75 Per Hour	FLSA: Non- Exempt
Date:	March 2014	Reports To:	Public Works & Utilities Supervisors

PURPOSE OF POSITION

The purpose of this position is to perform a variety of manual labor tasks in the care and upkeep of buildings, grounds, and public infrastructure at various locations throughout the Village of Bloomingdale. The work is performed under the direction of Public Works and Utilities Supervisors or other employees as assigned. This is a temporary position that is scheduled and works less than six (6) months during the twelve (12) months following hire date.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs a variety of manual labor tasks in the care and upkeep of buildings and grounds; cleans buildings and equipment.

May perform tasks in the maintenance of Village facilities and landscapes, including the Village garage and water reclamation facility. Duties may include organizing inventory and equipment, filing and sorting, painting, mowing lawns; weeding; and watering plants.

May perform basic manual tasks in the maintenance of Village streets, sidewalks, storm and sanitary sewers, such as digging and shoveling.

May perform a variety of routine, manual, custodial or serving tasks. May assist in maintaining files and equipment in the Water Reclamation facility. May occasionally greet customers and answer phones in relief of regular staff.

Safely operates and helps maintain various pieces of equipment. Drives an automobile, van or truck, as licensed, on public roads. May clean and wash vehicles.

Orders and maintains inventory of supplies.

Maintains availability on-call to respond to emergency situations.

ADDITIONAL FUNCTIONS

Assists with snow and ice removal and control.

Performs other duties as assigned and required.

Provides assistance to other Village Services' Divisions as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Position requires a valid Illinois Driver's License and a good driving record. A Commercial Driver's License (CDL) is a plus but not required. Must be at least eighteen (18) years of age.

Other requirements are the ability to: perform heavy manual tasks for extended periods of time; work safely; maintain a punctual and steady attendance record; communicate effectively; establish and maintain productive working relationships with employees and the public; and understand and carry out oral and written instructions.

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to process, calculate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.

Human Interaction:

Requires the ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards. Ability to follow specific instructions and respond to simple requests from others. Requires the ability to communicate orally and in writing with the supervisor, all Village personnel and the general public.

Verbal Aptitude:

Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, time sheets, inspection forms and general operating manuals.

Equipment, Machinery, Tools and Materials Utilization:

Requires the ability to safely operate equipment and machinery as assigned and trained.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise judgment and decisiveness in situations involving a variety of generally pre-defined duties that may be subject to change.

ADA COMPLIANCE

Physical Ability:

Tasks involve the ability to exert regular and sustained heavy physical effort which may involve stooping, kneeling, crouching, crawling, and lifting, pushing and pulling moderately heavy objects and materials, twenty to fifty pounds; and may occasionally involve objects and materials up to 125 pounds.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Factors:

Ability to work under conditions that require exposure to environmental factors such as temperature and noise extremes, odors, toxic agents, chemicals, wetness or disease. This exposure may cause some discomfort and present a risk of injury.

The Village of Bloomingdale, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.