



Village of Fox River Grove

Village of Fox River Grove JOB DESCRIPTION

SEASONAL LABORER

Position Summary

This position is a member of a work crew performing semi-skilled and unskilled labor work within the Public Works function to repair and maintain Village streets, buildings, grounds, rights-of-ways, equipment and water and sewer facilities.

Under the direct supervision of the Operations Manager, work involves the construction, repair and maintenance of Village streets, water and sewer facilities, public buildings and grounds.

Job Content

The following major duties and related tasks have been identified as being essential to the proper and effective performance of the job. The Seasonal Laborer should expect to perform all of the following duties. While the following major duties have been identified, other duties may be assigned from time to time as determined by the Operations Manager.

- **Perform, or assist with performing, routine labor tasks in order to repair or maintain a variety of Village rights-of-way, roads, buildings, grounds, water and sewer utilities and equipment. Performs any combination of unskilled duties related to public works functions.**

Essential Tasks

1. Erect, repair, and maintain traffic signs, barriers, and traffic control markings; paint traffic control lines, crosswalks, parking stall lines, and the like on pavement; letter street markings and traffic signs, and bolt or screw signs on posts or other supports.
2. Maintain roadsides and other Village grounds; cut lawns, prune shrubs and trees, dispose of leaves and refuse, and sod, seed and weed lawns; and remove trees or brush.
3. Repair and maintain Village streets, curbs, sidewalks, and parking lots; repair roadways and parking lots by filling cracks and holes with gravel or asphalt; replace sidewalk and

curbing by removing damaged sections of concrete and assist in grading, forming, placing, and finishing concrete.

4. Maintain, and read water meters and remote readers in Village residences and buildings; read water meters and record data for billing purposes.

- **Complete work as assigned through daily scheduled activities or as directed otherwise.**

Essential Tasks

1. Complete all assigned work satisfactorily and timely.
2. Appropriately document all completed work and submit the work detail at the end of each day.
3. Ensure any additional work performed is documented.

- **Perform other Public Works related duties.**

Essential Tasks

1. Receive work assignments from supervisor. Select materials and tools from storage area, load truck, and transport equipment, crew, and materials to work area.
2. Along with other Departmental personnel, remove snow from parking lots, streets, and other public areas and spread salt or other materials on pavement surfaces.
3. Answer routine inquiries at work site from Village residents or businesses regarding nature of repairs or installations.
4. Perform miscellaneous repair and maintenance tasks including routine painting work.
5. Adhere to Department safety rules and administrative policies at all times.

- **Participate in the maintenance, repair and inspection of all Village water distribution, wastewater treatment and storm sewer systems.**

Essential Tasks

1. Perform water meter readings, meter installations, and meter repairs.
2. Perform labor work in support of all water and wastewater operations.
3. Perform inspections and assist in the operation, maintenance and repair of wastewater pumping stations, well houses, water towers, water mains, fire hydrants, sanitary sewers and other water and wastewater equipment and facilities.

- **Assist in the completion of various operational functions and tasks.**

Essential Tasks

1. Perform a variety of semi-skilled and unskilled tasks including, but not limited to pavement patching, tree trimming, landscaping, painting, watering, sign maintenance, road kill and trash removal, graveling, ditching, hydrant flushing, facility housekeeping and other duties as assigned.
2. Complete various reports including daily performance activity report, vehicle checklists, call out reports, snow and ice control reports, and various other reports and forms as required.

Work Content

The position of Seasonal Laborer reports directly to the Operations Manager. The position is responsible for performing operational tasks of all public works related activities. The position is responsible for complying with all organizational policies, procedures and processes. The position consists primarily of predictable, routine tasks, but from time to time, unpredictable, non-routine tasks are required.

The individual in this position is expected to have effective written and verbal communication skills. The Seasonal Laborer is expected to use discretion and take initiative in dealing with a wide range of problems with direction and supervision from the Operations Manager. This position represents the Village when interacting with citizens, business owners, developers, contractors and other public officials.

The work is a combination of inside and outside work, but primarily outside work. The inside work consists of facility maintenance, facility inspections, and cleaning, with some exposure to physical discomforts. The individual may be called outside at anytime when performing the job duties of the position where the individual will be exposed to physical discomforts associated with changes in weather such as rain, cold, snow, heat or discomforts associated with noise, dust, dirt and the like. Work frequently produces mental/visual fatigue associated with various duties and responsibilities. Work sometimes generates significant levels of stress and requires work under pressure. Equipment used in this position includes the use of vehicles and equipment that may include motor vehicles, dump trucks, snow plows, backhoes, front end loaders, skid steers, saws, air compressor, hand tools and other miscellaneous equipment.

As required, this position shall perform all labor tasks in conformance with Village safety and administrative policies, in order to repair, maintain or reconstruct a variety of Village roads, buildings, grounds and equipment.

Work Requirements

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual to walk, sit, stand, bend, stoop, kneel, crouch, lift and carry heavy objects, perform strenuous work activities, operate the equipment required for the position, and perform the essential functions listed in this job description. The individual in this position must possess the minimum skills, knowledge and abilities required for the position.

Minimum experience in manual labor work and in operation of light equipment is required; or any equivalent combination of training and experience that provides the following minimum knowledge, skills and abilities:

- Skill necessary to work independently or without direct supervision.
- Working knowledge of occupational hazards and safety precautions of work.
- Ability to read, understand, and follow written and verbal instructions in order to operate machinery and equipment
- Ability to post data in a logbook or record information.
- Ability to be courteous to Village residents and businesses while performing repair and maintenance tasks.
- Ability to concentrate and pay close attention to detail when operating heavy equipment or performing equipment maintenance.
- Ability to express ideas effectively, both verbally and in writing.
- Ability to establish and maintain effective working relationships with the employees, contractors and the public.
- Ability to keep accurate records and perform basic math.
- Ability to apply basic computer skills.
- Must possess a valid driver's license issued by the employee's state of residency.