



VILLAGE OF HANOVER PARK  
invites applications for the position of:  
**Seasonal Laborer**

An Equal Opportunity Employer

**SALARY:** \$12.00 Hourly

**OPENING DATE:** 02/22/19

**CLOSING DATE:** Continuous

**JOB SUMMARY:**

We are now hiring for the Spring and Summer seasons of 2019.

For each year that a seasonal employee returns to work, he/she will receive a \$0.50 pay increase.

**WORK SCHEDULE:**

Seasonal/Temporary (part-time and full-time hours)

**New Hires can work either part-time (3 or 4 days a week), or full-time**

Monday - Friday from 7:00 a.m. - 3:30 p.m. (for all divisions except Sewage Treatment)

Monday - Friday from 5:00 a.m. - 1:30 p.m. (for the Sewage Treatment Division)

Under general supervision, provides general labor to the Public Works Department.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

The seasonal worker will perform duties, which are normally assigned to regular maintenance in the off-season.

*If assigned to:*

**Fleet Services** - duties include shuttling vehicles, performing minor mechanical work including oil changes and tire repair, assisting mechanics in everyday duties, cleanup and maintenance of village vehicles. Reports to Fleet Service Manager – Fleet Services Division.

**Forestry** - duties include: turf care, lawn mowing, weeding, and watering. The tools involved in these activities include both a standing and riding lawnmower and weed eaters. Tree and shrub pruning includes the use of hand tools. Duties also include: operating a pick-up truck with trailer, loading and unloading the pick-up truck, performing brush pick-up which involves feeding brush into a chipper, and possible mechanical work which may include light maintenance on the equipment. Reports to Street-Forestry supervisor – Forestry Division.

**Sewage Treatment** – duties include lawn mowing, typical grounds maintenance, painting, mopping floors, hosing tanks. Reports to Wastewater Treatment supervisor – Sewage Treatment Division.

**Streets** - duties include maintenance of:

Storm sewer system - jetting of storm pipe, cleaning and patching of storm basins, and assisting in the rebuilding of storm sewer basins.

Curb, gutter, and sidewalk repairs - assisting in the breaking and removal, sub base preparation, forming, pouring, and finishing of concrete.

Asphalt repairs - saw cutting, removal, base preparation, installation and clean up of tools.

Pothole patching - filling of holes in pavement with cold mix asphalt.

Yard repairs - removal of soil, installation of topsoil, planting new sod or grass seed.

Sign work - assisting in removing old signs, making and installing new signs.

Graffiti removal - scouring surfaces of building, wall, and fences to remove graffiti, assisting in the operation of the soda blaster graffiti removal system, repairing surfaces, which have been cleaned, including painting, staining, and sanding.

Street Maintenance - requires the use of hovels, picks, rakes, jack hammers, gas powered saw and tamper and other related equipment, the operation of one of a variety of vehicles on a daily basis will be required.

Reports to Street-Forestry supervisor – Streets Division.

**Water/Sewers/Meters** – duties include meter reading in residential and commercial areas using a Uni-gun, painting fire hydrants, assisting the sanitary division in sewer prevention maintenance and in "Buffalo Box" repair which requires the use of shovels, yard restoration with the use of shovels and rakes. Reports to Distribution/Meter supervisor – Distribution/Meter Division.

**Wells** - duties include clean-up, painting, yard work which includes grass cutting, outdoor trim work on bushes, assisting water plant operators. Reports to Water Supply supervisor – Water Supply Division.

Perform other duties as requested or assigned which are reasonably within the scope of the duties enumerated.

Follows all safety regulations, policies and procedures. Reports all unsafe conditions and acts to supervisor. Reports all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follows recognized safe work practices.

#### **QUALIFICATIONS:**

To perform this job successfully, an individual must be at least **18 years of age** and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

#### **EDUCATION &/OR EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

#### **CERTIFICATES, LICENSES, REGISTRATION**

Must possess and maintain in good standing a valid Illinois Driver's License.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hpiljobs.org>

Job #02222019  
SEASONAL LABORER  
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OUR OFFICE IS LOCATED AT:

2121 Lake Street  
Hanover Park, IL 60133  
630-823-5660  
[jobs@hpil.org](mailto:jobs@hpil.org)

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### **Seasonal Laborer Supplemental Questionnaire**

\* 1. Do you currently have a valid Illinois driver's license?

Yes  No

\* 2. Are you 18 years of age or older?

Yes  No

\* 3. Briefly explain any work, volunteer, or personal experience you have related to the

essential duties and responsibilities listed for this job.

\* Required Question