



600 Main St. NW
Bourbonnais, IL 60914
815-937-3570
Fax: 815-937-3467

www.villageofbourbonnais.com

JOB DESCRIPTION

JOB TITLE: Seasonal Worker

DEPARTMENT: Public Works

CLASSIFICATION: Temporary, Summer Help

GENERAL RESPONSIBILITIES

To work cooperatively with the Public Works Department personnel and assist in the seasonal maintenance projects as assigned.

SUPERVISION RECEIVED

Works under the supervision of the Superintendent and Asst. Superintendent of Public Works.

QUALIFICATIONS AND SKILLS

This position will mainly assist full-time staff in performing building and grounds maintenance, cutting brush and vegetation, clearing worksite areas of debris, shoveling, transporting materials with wheelbarrows, load/unload/carrying materials, performing other tasks such as sweeping, and various duties as assigned. Must be able to operate small equipment, such as, but not limited to lawn mowers, weed whackers, trimmers, etc. This work is primarily outdoors and the hours will be adjusted by management based on inclement weather. High school diploma is required in addition to a valid Driver's license. Must be able to pass a drug test. Must be 18 years or older and have the ability to understand and follow directions. Prior facility or outdoor maintenance experience preferred.

REPORTING RESPONSIBILITIES

Reports any accident to the Superintendent of Public Works immediately or as soon as possible in case of more serious injury. Reports any safety hazards to Superintendent of Public Works immediately.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is frequently required to manually dig or scoop material weighing up to 50 pounds. The employee must frequently lift, push, pull and/or move up to 50 pounds and occasionally to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate to loud.

Note: This job description is subject to change at any time.

The Village of Bourbonnais is an equal opportunity employer.