



**VILLAGE OF HINSDALE  
POSITION DESCRIPTION  
Public Services  
Seasonal Laborer**

**POSITION:** Public Services Seasonal Laborer  
**POST DATE:** March 23, 2017  
**DEPARTMENT:** Public Services  
**REPORTS TO:** Public Services Supervisors  
**PAY GRADE:** \$8.50/hour  
**FLSA STATUS:** Non-Exempt

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**Position Purpose**

The Public Services Seasonal Laborer is responsible for assisting full-time staff in the following divisions: Roadway Maintenance, Park Maintenance, and Forestry. Duties may include asphalt patching, athletic field maintenance, and brush chipping. Laborers will be assigned to a specific division depending on qualifications. It is anticipated that the Village will hire several Seasonal Laborers in each Division for 2017.

**Work Schedule**

The Seasonal Laborer is an hourly position working 40 hours a week. The scheduled hours for this position are Monday - Friday, 7:00 a.m. to 3:30 p.m., including a half hour unpaid lunch. The hours may be subject to change at the discretion of the Superintendent of Public Services. At times, evening and weekend hours may be required to assist for athletics and special events. It is anticipated that this position will work from mid-May through mid-August.

**Essential Duties**

*All Candidates*

- Demonstrate exceptional customer services skills in all communications, especially with residents
- Perform assigned tasks in a safe manner and in compliance with Village policies, procedures, work and safety rules and the employee handbook

*Roadway Maintenance*

- Asphalt and concrete repair
- Special event set-up and deconstruction
- Parkway restoration
- Sign repair and replacement
- Shrub trimming on Village right-of-ways
- Street flood prevention and management

### *Parks Maintenance*

- Athletic field maintenance: baseball diamond infields, soccer fields, football fields, basketball courts, tennis courts
- Planting bed maintenance: mulching, weeding and watering
- Assist Parks & Recreation Department with requests for set up, construction and repair of special event props

### *Forestry*

- Assist full-time staff in identifying and removing hazardous trees
- Assist with ground duties (i.e. brush chipping and general clean up)
- Perform small tree pruning
- Tree planting and watering

### **Position Requirements**

A valid Illinois State Driver's License. Applicants must maintain full-time student status for the 2017 school year. Selected candidates will be required to participate in an in-person interview or telephone interview. A pre-employment background check and drug screen will be required prior to employment.

### **Safety Functions**

- Becomes familiar with and observe all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

### **Environmental Factors & Physical Requirements:**

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting
- Perform duties that require physical manual labor
- Drive motorized vehicle to travel between locations
- Perform duties that require being exposed to the outdoor elements
- Performs lifting tasks up to 50 pounds
- Utilize personal protective equipment (PPE) as required

Applications are available at [www.villageofhinsdale.org/jobs](http://www.villageofhinsdale.org/jobs) or at Hinsdale Village Hall, 19 E. Chicago Ave. Hinsdale, IL 60521, and should be submitted to Human Resources by e-mail at [hr@villageofhinsdale.org](mailto:hr@villageofhinsdale.org). Positions are open until filled. The Village is an Equal Opportunity Employer (EOE).