

Deadline to Submit Resumes for this position is Friday, March 15, 2019

Public Works Maintenance Worker I

The Village of Justice Public Works Department is currently seeking applications for the position of a fulltime Public Works Maintenance Worker I. This position performs a variety of maintenance, repair, and construction work on public work facilities and projects. All interested candidates are to submit an application and resume to the Village of Justice Director of Public Works via email at publicworks@villageofjustice.org, or by person at 8748 W. 82nd Place, Justice, IL 60458. Applications can be obtained at the Village of Justice Public Works Department, 8748 W. 82nd Place, Justice, IL 60458, or by [by visisting the village website, www.villageofjustice.org](http://www.villageofjustice.org).

Essential Job Functions:

- Participates in the manual labor associated with the operation, maintenance, repair, and construction of the roadway systems, including roadway, shoulder, mowing, landscape and litter control.
- Participates in the manual labor associated with the operation, maintenance, repair, and construction of the storm drainage system.
- Participates in the manual labor associated with the operation, maintenance, repair, and construction of the sanitary sewer system.
- Maintenance of parks, other building exteriors and landscape duties.
- Performs traffic control as needed.
- Minor construction projects, and janitorial services.
- Assist Public Works with garbage, brush, trees, etc...
- Other duties as assigned.

Job Qualification Requirements:

Mandatory Requirements:

- To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily.
- Must have good communication skills; requires a calm demeanor in responding to resident questions and/or complaints; and dealing with the general public in everyday activities.
- Ability to work within established guidelines.
- Ability to perform repetitious tasks.
- Ability to use and operate lawn mowers, weed eaters, chain saws, blowers, various spray equipment, front-end loader, miscellaneous power tools, painting, paving equipment.
- High School Diploma, or GED.
- Valid Illinois State Driver's License and safe driving record with the ability to obtain a CDL within six (6) months of employment. CDL is a plus.

Desirable Requirements:

- Certified Flagger's Card or previous experience as a flagger.
- Experience using heavy machinery.
- Experience snow plowing, landscaping, with road construction, and/or sewer maintenance.
- Experience with street sweeper operations.

Working Conditions:

- Location; both inside and outside. Work is spent inside (where there is protection from weather, but not necessarily from temperature changes) and outside (where there may be no effective protection from the weather).
- Requires 24 hour on-call status for emergency situations.
- Shift work may be required.

Working Hours:

- Normal working hours at the discretion of the Public Works Director.

Expectations of all City Employees:

- Support Village and Department goals and objectives.
- Serve and meet the needs of our citizens during routine or emergency situations.
- Ability and willingness to work as part of a team, demonstrate team skills and perform a fair share of team responsibilities.
- Plan and organize his/her work, time, and resources, and if applicable, that of subordinates.
- Contribute to the development of others, to the Department, and to the Village.
- Produce desired work outcomes including quality, quantity, and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand the value differences in employees and value input from others.
- Consistently report to work and work assignments prepared, on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful to others.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.