



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

POSITION:	Public Services Seasonal Laborer
POST DATE:	March 19, 2024
DEPARTMENT:	Public Services
REPORTS TO:	Public Services Superintendents
PAY GRADE:	\$17.00 - \$18.00 / hour dependent upon experience
FLSA STATUS:	Non-Exempt

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.

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 division's Superintendent. 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. Must be 18 years old at time of hire. Selected candidates will be required to participate in an in-person interview or telephone interview. A pre-employment background check and post-employment offer physical and drug screen will be required prior to beginning 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 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. Positions are open until filled. The Village is an Equal Opportunity Employer (EOE).