



## **REGULAR PART-TIME LABORER POSITION**

Lindenhurst Public Works is accepting applications for the position of a Regular Part-Time Laborer. This position will work side-by-side with Public Works staff and on an individual basis. Examples of work performed includes but is not limited to general clean-up, weed control, sign installations, road improvement repairs, and meter reading.

A general knowledge of Public Works operations is preferred but not required. This position will require a Class B CDL driver's license or higher, or the ability to obtain within 6-months of employment.

The Regular Part-Time Laborer position will work weekdays from 7AM – 3PM, having flexible hours not to exceed 24 hours in a work week or 1,000 hours per fiscal year. These hours will be scheduled based on seasonal and departmental needs. Flexibility will be worked out with the candidate prior to employment.

Starting pay for this position is \$18/hour.

- Interested candidates may download an application on the Village website at [www.lindenhurstil.org](http://www.lindenhurstil.org).
- Applications will be accepted through Thursday, October 7, 2021.
- Email completed application to [mail@lindenhurstil.org](mailto:mail@lindenhurstil.org).

*The Village of Lindenhurst is an Equal Opportunity Employer.*



**Village of Lindenhurst**  
**JOB DESCRIPTION**  
REGULAR PART-TIME LABORER

## **Position Summary**

This position is a member of a work crew performing semi-skilled and unskilled labor work within the Public Works function to repair and maintain Village streets, buildings, grounds, rights-of-ways, equipment and water and sewer facilities.

The position will work 3 – 8 hour days during the work week. Days scheduled are dependent on seasonal and departmental needs and may be flexible.

Under the direct supervision of the Crew Leader, work involves the construction, repair and maintenance of Village streets, water and sewer facilities, public buildings and grounds.

## **Job Content**

The following major duties and related tasks have been identified as being essential to the proper and effective performance of the job. The employee should expect to perform all of the following duties. While the following major duties have been identified, other duties may be assigned from time to time as determined by the Crew Leader.

- **Participate in the construction, maintenance, and repair of Village streets, rights-of-way, sidewalks, bike paths and street signage.**

### **Essential Tasks**

1. Erect, repair, and maintain traffic signs, barriers, and traffic control markings;
2. Maintain roadsides and other Village grounds; cut lawns, prune shrubs and trees, dispose of leaves and refuse, and sod, seed and weed lawns; and remove trees or brush.
3. Repair and maintain Village streets, curbs, sidewalks, and parking lots; repair roadways and parking lots by filling cracks and holes with gravel or asphalt; replace sidewalk and curbing by removing damaged sections of concrete and assist in grading, forming, placing, and finishing concrete.



4. Contribute in the maintenance, repair and inspection of all Village water distribution, wastewater treatment and storm sewer systems.
- **Participate in the maintenance, repair and inspection of all Village water distribution, wastewater treatment and storm sewer systems.**

#### **Essential Tasks**

1. Clean and maintain storm inlets, manholes and other storm sewer structures; cut and regrade ditches, and repair or replace driveway culverts.
  2. Perform labor work in support of all water and wastewater operations.
  3. Perform maintenance and repair of fire hydrants, sanitary sewers and other water and wastewater equipment and facilities.
  4. Perform inspections, troubleshooting and replacement of water meters and obtain final reads and data logs of water meters.
  5. Participate in snow removal operations from Village roadways, parking lots and sidewalks.
- **Participate in snow removal operations from Village roadways, parking lots and sidewalks.**

#### **Essential Tasks**

1. Remove snow and ice from parking lots, streets, and other public areas and spread salt or other materials on pavement surfaces.
  2. Shovel sidewalks around Village facilities and other locations.
  3. Perform permanent and temporary repairs to damaged mailboxes.
  4. Assist in the completion of various operational functions and tasks.
- **Assist in the completion of various operational functions and tasks.**

#### **Essential Tasks**

1. Perform a variety of semi-skilled and unskilled tasks including, but not limited to pavement patching, tree trimming, landscaping, painting, watering, sign maintenance,



road kill and trash removal, graveling, ditching, hydrant flushing, facility housekeeping and other duties as assigned.

2. Complete various reports including daily performance activity report, vehicle checklists, snow and ice control reports, and various other reports and forms as required.

## **Work Content**

The position of Regular Part-Time Laborer reports directly to the Crew Supervisor. The position is responsible for performing operational tasks of all public works related activities. The position is responsible for complying with all organizational policies, procedures and processes. The position consists primarily of predictable, routine tasks, but from time to time, unpredictable, non-routine tasks are required.

The individual in this position is expected to have effective written and verbal communication skills. The Regular Part-time Laborer is expected to use discretion and take initiative in dealing with a wide range of problems with direction and supervision from the Crew Supervisor. This position represents the Village when interacting with citizens, business owners, developers, contractors and other public officials.

The work is a combination of inside and outside work, but primarily outside work. The inside work consists of facility maintenance, facility inspections, and cleaning, with some exposure to physical discomforts. The individual may be called outside at anytime when performing the job duties of the position where the individual will be exposed to physical discomforts associated with changes in weather such as rain, cold, snow, heat or discomforts associated with noise, dust, dirt, and other similar conditions. Work frequently produces mental/visual fatigue associated with various duties and responsibilities. Work sometimes generates significant levels of stress and requires work under pressure. Equipment used in this position includes the use of vehicles and equipment that may include motor vehicles, dump trucks, snow plows, backhoes, front end loaders, skid steers, saws, air compressors, hand tools and other miscellaneous equipment.

As required, this position shall perform all labor tasks in conformance with Village safety and administrative policies, in order to repair, maintain or reconstruct a variety of Village roads, buildings, grounds and equipment.



## **Work Requirements**

This position requires an individual to read, write, hear, and speak the English language sufficiently to effectively meet performance expectations. The position requires an individual to walk, sit, stand, operate the equipment required for the position and perform the essential functions listed in this job description. The individual in this position must possess the following minimum skills, knowledge and abilities required for the position:

- Graduation from high school or GED equivalent
- Knowledge of occupational hazards and safety precautions of work
- Must possess a valid driver's license issued by the employee's state of residency
- Must possess a Class B CDL (or higher) driver's license within 6 months of employment
- Ability to understand and follow instructions, both verbal and written
- Ability to keep accurate records and perform basic math
- Ability to apply basic computer skills