



Village of Lindenhurst
2023 SEASONAL SUMMER PART-TIME JOB DESCRIPTION
May 1st through August 31st
\$18/HOUR

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.

Under the direct supervision of the Crew Supervisor, work involves the construction, repair and maintenance of Village streets, public buildings, and grounds. This position generally works on a crew but may work alone on special assignments.

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; paint traffic control lines, crosswalks, parking stall lines, and the like on pavement; letter street markings and traffic signs, and bolt or screw signs on posts or other supports.
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.

- **Participate in the maintenance, repair, and inspection of all Village 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. Assist in reconstruction of catch basins, cleaning of inlets, and shooting grades.

- **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. Assist full-time staff with various assignments in a support role for the direct maintenance of the Village streets.

Work Content

The position of Seasonal Summer 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 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 the like. 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, saws, air compressor, 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 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 minimum skills, knowledge and abilities required for the position.

- Graduation from high school or GED equivalent
- Must possess a valid driver's license issued by the employee's state of residency
- 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

Work Hours

- Monday through Friday, 7 AM – 3 PM
- 30-minute unpaid lunch
- No paid holidays
- Possible Overtime for Scheduled Special Events

Hiring Process

- Submission of application, resume and references to mail@lindenhurstil.org.
 - o Applications are available at www.lindenhurstil.org.
- Successful completion of an oral interview, medical examination and drug screening.

The Village of Lindenhurst is an Equal Opportunity Employer (EOE)