



Office of the Village Manager
Village of Glencoe
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NOW HIRING:
PUBLIC WORKS TEMPORARY EMPLOYEES
JOB ID 16-09

DESCRIPTION: The Village of Glencoe is seeking energetic, service-oriented individuals to join its team as temporary employees in the Public Works Department.

The Public Works Department is a full-service department that integrates traditional operational services, infrastructure maintenance, capital projects, engineering, community development and planning services. Public Works temporary employees typically work 3 months with a possible 3 month work extension (as authorized by the Village) in crews within the operational services divisions of the Public Works Department, including street and sidewalk maintenance, water and sewer utility maintenance, forestry and grounds maintenance and refuse collection.

QUALIFICATIONS: Candidates must be 18 years of age or older, have a high school diploma or general education degree (GED) and a valid driver's license. Public Works temporary employees must be able to follow oral and written instructions, perform medium to heavy-duty job tasks for an extended period of time, complete reports and worksheets, promote and maintain a safe work environment, establish effective working relationships with employees and supervisors and provide excellent customer service.

Public Works temporary employees perform medium to heavy-duty job tasks and must be able to constantly lift and/or move up to 65 pounds and occasionally lift and/or move up to 100 pounds. Employees must be able to walk, grasp, lift and carry objects (such as supplies and tools), reach, use hands to operate hand controls and small tools, and use feet to operate foot controls (such as a light-duty motor vehicle). Work is primarily performed outdoors in a variety of weather and environmental conditions, including (but not limited to) cold, heat, humidity, wind, rain, snow, dust, and conditions normally associated with outdoor work using hand tools and power equipment.

SALARY: Pay rate is \$10-\$12 per hour DOQ, and there are no fringe benefits.

HOW TO APPLY: Please forward application via e-mail to employment@villageofglencoe.org. Please reference Job ID 16-09 PW Temporary in the subject line of the e-mail. The application deadline is September 30, 2016.

Persons requiring reasonable accommodations under the Americans with Disabilities Act are asked to contact the Village Manager's Office at (847) 835-4114.

THE VILLAGE OF GLENCOE IS AN EQUAL OPPORTUNITY EMPLOYER