



HUMAN RESOURCES DEPARTMENT
Telephone No. (708) 547-3500 ext.
1512

Facsimile No. (708) 547-7067

Department: Public Services Department

Position: Public Services Crew Member (Part-time)

Reports To: Supervisor of Public Services

General Duties

To provide maintenance of debris around the exterior of assigned buildings and vacant properties.

Primary responsibilities

- To perform exterior maintenance at assigned properties and buildings as allocated by the Supervisor.*
- To sweep the walkways of debris.
- To trim bushes at assigned vacant properties.
- To remove graffiti on properties reported to the department.
- To plow snow for seniors on the sign-up list.
- To set-up and breakdown equipment for special events (i.e. Annual Family Day Picnic, Annual Christmas Basket Giveaway, etc.).

Qualifications

- A valid State of Illinois driver's license must be maintained.
- Ability to remove debris as instructed.
- Ability to work in all weather conditions.
- Ability to represent and uphold the standards of the Village of Bellwood in a professional manner.
- Ability to effectively communicate with the public in a courteous manner.

Salary

Will be \$14.50 per hour.

POSTING DATE
February 21, 2019

POSTING WILL BE REMOVED
Once position is filled

***Assignments include the Senior citizen grass cutting and snow plow lists together with the Prairie Path, Bus Shelters, identified vacant properties.**

