



**OFFICE OF HUMAN RESOURCES**

**Telephone No. (708) 547-3500 ext. 1512**

**Facsimile No. (708) 547-1965**

**Email Address:**

**JOB TITLE: LABORER**

**DEPARTMENT: PUBLIC WORKS DEPARTMENT**

**JOB DESCRIPTION:** Under the administration of the Director of Public Works. The employee will perform required work for the maintenance of right-of-ways, easements, and other Village-owned property along with performing related work as required, some of which will be mechanical.

**ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Cuts grass with power equipment and hand tools.
- b. Loads and unloads materials such as dirt, asphalt, salt, storm drainpipes, and sign materials.
- c. Performs routine maintenance of equipment and vehicles.
- d. Assists in the fabrication and installation of street signs.
- e. Performs extreme physical labor for extended periods of time under all weather conditions with the ability to lift objects weighing up to one hundred (100) pounds.
- f. Manually removes litter from right-of-ways and easements.
- g. May sit, stand, and walk constantly depending on the job for the day.
- h. Removes and replaces manhole covers which can weigh up to 165 pounds.
- i. Removes and replaces storm drains with assistance which can weigh up to 285 pounds.
- j. Climbs in and out of manholes which can be up to ten (10) feet deep.
- k. Climbs ladders.
- l. Manipulates both large and small tool parts.
- m. Operates vehicles of various descriptions.
- n. Removes and replaces various types of pavements.
- o. Operates various tools including, but not limited to, jackhammer, pavement breaker, shovel, sledgehammer, post driver, tamp bar, chain saw, and weed eater.
- p. Must be able to perform job duties as described on Essential Functions Addendum.  
[To be reviewed if selected for an interview]

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Must be at least (18) years of age.
- b. Must have legal authorization to work in the United States of America.
- c. High School diploma or GED preferred; education may be waived by work experience,
- d. Must not have been convicted of, pleaded guilty to, entered a plea of nolo contendere to, or received judicial diversion for any felony charges or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, or controlled substances.
- e. Must not have been convicted of, pleaded guilty to, entered a plea of nolo contendere to, or received judicial diversion for any misdemeanor charges involving

DUI/DWI or alcohol, or use, possession, manufacture, or sale of controlled substances or drug paraphernalia within the past five (5) years.

- f. Must possess a driver's license valid in the State of Illinois with a Commercial Driver's License, Class B endorsement. Or the ability to obtain the license within 90 days after employment, and the ability to safely operate a motor vehicle.
- g. Must submit to and pass a pre-employment drug and alcohol screen.
- h. Must be semi-skilled in mechanics.
- i. Must have knowledge of and/or the ability to learn about the care of proper use of tools and equipment used in the maintenance of right-of-ways and easements.
- j. Must have knowledge of and/or ability to learn occupational hazards and safety precautions.
- k. Must be able to report to work on time and to perform the duties of the job for the entire workday.
- l. Must be able to work flexible hours with some weekend, evening, and holiday work required.
- m. Must be able to perform frequent overtime work which may involve late night or early morning hours.
- n. Must have sufficient physical strength and ability to lift, move, and carry objects weighing up to 100 pounds and to repeatedly lift, move, and carry objects weighing more than 100 pounds with assistance independently and repeatedly.
- o. Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules.
- p. Must be able to establish and maintain effective harmonious, cooperative, and productive working relationships with other employees and to effectively communicate with the public.
- q. Ability to use good judgement while performing job-related tasks.
- r. Ability to learn and follow Village policies and regulations.
- s. Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner.
- t. Must be able to pass physical abilities test/post-offer screen for employment.

### **Salary**

\$31.15 per hour.

### **IF INTERESTED**

Applicants must complete an application on-line at [www.vil.vil.bellwood.il.us](http://www.vil.vil.bellwood.il.us). The Village of Bellwood is an Equal Opportunity Employer and Americans with Disability Act compliant.

***POSTING DATE***  
September 8, 2022

***POSTING WILL BE REMOVED***  
When position is filled