

# **Village of Alsip**

## **Part- Time Position Available**

**JOB TITLE:** Part- Time Maintenance Associate, Public Works (25 hours per week)  
**UNION:** AFSCME  
**HOURS:** Day

**BASIC POSITION FUNCTION:** Performs custodial work in offices, building interiors and exteriors.

### **DUTIES AND RESPONSIBILITIES:**

- Cleans and sanitizes offices, lunch room, storage rooms, and washrooms (3 levels)
- Cleans and maintains the safe condition of all floors/stairs in the Public Works building
- Treats and removes all oils and grease accumulation that are identified on the shop floors
- Inventories and stocks all cleaning supplies and oil absorbents
- Washes windows
- Picks up and removes debris and trash in and around the Public Works facility
- Empties and cleans all trash receptacles and wall mounted ash trays
- Trims and maintains facility landscaping
- Uses snow blower and de-icing chemicals to maintain facility walkways in a safe condition
- Inventories, inspects and maintains all department fire extinguishers
- Other duties as assigned.

### **REQUIREMENTS:**

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools and/or materials used.
- Requires the ability to apply principles or rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.
- Ability to read, understand and communicate in English.

### **TOOLS AND EQUIPMENT USED:**

- Snow blower, shovel, lawn mowers, weed whips, ladder, cleaning chemicals, broom, mop, vacuum, and others as needed.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Walks, sits, stands, bends, lifts, climbs ladders and/or stairs. Moves continually during working hours. Is subject to lifting over 80 pounds with or without assistance. Use hands/fingers to grasp, handle or feel objects, tools, or controls, and reach with hands and arms. Hepatitis vaccine is required.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, reference check, background check, physical examination and job related tests may be required.

### **HOW TO APPLY:**

Interested parties should submit an application to [hr@villageofalsip.org](mailto:hr@villageofalsip.org).

Resumes and Applications can also be dropped off at the Village Hall Human Resources Office.

**COMPENSATION: \$12 per hour**