

Village of Alsip

Job Description

Job Title: Summer Helpers

Department: Building, Water or Public Works

BASIC POSITION FUNCTION: The Summer Helper will be assigned to either the village's Building, Water or Public Works department. This position will assist village operators in completing various tasks to include inspection, maintenance, and service to municipal infrastructures and services to the public.

DUTIES AND RESPONSIBILITIES:

- Perform general maintenance duties for Village owned properties.
- Perform data entry or scanning tasks.
- Assist department operators in completing daily assignments.
- Some tasks may require use of powered & non-powered hand tools.
- Clean and maintain village hall facilities and grounds.
- May perform other duties of similar complexity in any department as assigned.

POSITION 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 perform extensive manual labor under unfavorable weather conditions for extended periods.
- Requires the ability to apply principles and systems. Ability to interpret instructions in written, oral, diagrammatic or schedule form.
- Ability to read, write, understand and communicate in English.

DESIRED EXPERIENCE OR TRAINING:

- 0-3 years municipality experience in the area of maintenance

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 40 pounds without assistance. Use hands/fingers to grasp, handle or feel objects, tools, or controls, and reach with hands and arms.