



CITY OF EVANSTON
AN EQUAL OPPORTUNITY EMPLOYER M/W/D



**JOB OPPORTUNITY
FOR ALL QUALIFIED INDIVIDUALS**

Posting Date: April 4, 2008

Closing Date: Open Until Filled

**Seasonal – Community Clean-Up Supervisor (Full-time)
Summer Youth Employment Program (SYEP)**

Health & Human Services – Human Relations Division- \$13.00/Hour
(Beginning June 09, 2008 – September 05, 2008; 8:30 AM – 5:00 PM – Monday - Friday)
Occasional weekend hours

NATURE OF WORK

Under the direction of the SYEP Coordinator the Community Clean-up Supervisor will oversee and assist youths 14 to 18 years of age to develop skills and abilities, instill a positive work ethic and infuse a sense of responsibility so they become competent and capable of securing and maintaining employment in a variety of work environments in the future. The Clean-Up Supervisor will be responsible for a 5-7 member youth crew charged with the upkeep/cleaning of right-of ways, traffic calming circles and alleys and related green job assignments. Crews may also be responsible for painting traffic signals and/or street lights.

ESSENTIAL FUNCTIONS OF WORK (Specific assignment will include some or all of the following):

- Must be able to begin seasonal employment the week of June 9, 2008.
- Responsible for assigning various job tasks to the Community Service Team members and making sure work assignments are completed in an acceptable and same manner.
- Meet and confer with the citizens of Evanston regarding requests, concerns, and complaints.
- Transport injured participants and/or supervisors to the medical facility – insuring all paperwork is completed in a timely fashion; i.e.; timesheets, injury reports, daily work logs.

MINIMUM REQUIREMENTS OF WORK

- Possession of a high school diploma, college degree preferred. A minimum of four years of progressively responsible supervisory experience in parks maintenance, recreational setting; or, any combination of training and experience that provides the following knowledge, abilities, and skills:
- Ability to work with, monitor, and direct teenage youth.
- Knowledge of the materials, methods, tools, and equipment used in the care of flowers, removal of shrubs, trees, and public clean-up.
- Ability to read, understand, and apply instructions for the safe operation of hand tools.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
- Ability to greet the public in a courteous manner.
- Ability to read, understand, interpret and locate addresses within the City of Evanston boundaries illustrated on a Map.
- Ability to multi-task various duties, requests and responsibilities.

NECESSARY SPECIAL REQUIREMENTS

Must have a driver's license and a safe driving record, or the ability to obtain a valid driver's license prior to the start of the program.

PUBLIC CONTACT:

The employee has contact with the general public in residential areas and with the public using parks and recreational areas. The employee may need to respond to questions and complaints and provide general direction to the public; the employee has regular contact with other City employees in order to share information and complete work assignments.

PHYSICAL REQUIREMENTS OF WORK

- Ability to work outdoors in a variety of weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures, and humidity.
- Ability to lift minimum of 50 lbs, kneel, bend, stand for long periods of time, perform heavy manual labor, identify or distinguish colors, and work outdoors at night with limited lighting.
- Ability to work in situations where the following are present: loud noise levels, vibrations, dust and dirt.

SUPERVISION

Work is performed under the general direction of the SYEP Coordinator. Assignments may vary from day to day. Assignments can be either verbal or written, with the employee determining proper procedure and work methods and is responsible for completing the work according to City work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communication, meetings and feedback from supervisors and other department employees. Guidance is provided through rules and regulations, policies and procedures, Personnel Rules and OSHA. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standard.

SELECTION METHOD:

TYPE OF ELIGIBLE LIST:

LIFE OF ELIGIBLE LIST:

Qualifications Practical
Assessment
Structured oral interview

To apply for this position, please submit a cover letter and resume or a completed Employment Application form to Human Resources on or before the closing date.

***Send to: City of Evanston
 Department of Human Resources
 2100 Ridge Avenue
 Evanston, IL 60201-2798***

Chosen candidates will be subject to a qualifying pre-employment medical examination and drug/alcohol screen.