



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



**JOB OPPORTUNITY
FOR ALL QUALIFIED INDIVIDUALS**

Posting Date: February 28, 2008

Closing Date: Open Until Filled

(Applications received after the closing date will be considered if position is not filled.)

**Seasonal Laborer Positions (Various Departments)
\$10.00 / Hour**

Nature of Work

Assist departmental field employees with duties and responsibilities associated with daily job assignments including; park maintenance, facility maintenance, and refuse elimination. Provide assistance and resources to employees, managers, and the general public regarding programs within the City of Evanston.

- **Specifications:** This position offers 37.5 – 40 hours per week between the hours of 6:30 AM – 5:00 PM; Monday-Friday. This position will report directly to the assigned crew leader, manager, supervisor with the support of staff within the Department.

Essential Function(s) – Task Statements: Streets & Sanitation (8 Positions)

- Unloads hand and power equipment from vehicle.
- Uses broom or operates a vacuum machine to clean streets, curbs and sidewalks in the downtown areas or under viaducts or bridges, operates gasoline-powered hand-held blowers to move leaves; rakes and shovels leaves into container or trucks or into piles to be picked up by front-end loaders.
- Removes snow from sidewalks, viaducts, bridges, and downtown crosswalks using shovel or bobcat; spreads salt on sidewalks and other pedestrian areas.
- Picks up litter in public areas after community events; loads debris into containers and empties containers.
- May assist in other projects including procedure manual development, process improvements, etc., on an as needed basis.

Essential Function(s) – Task Statements: Parks Division (3 Positions)

- Use of power and/or hand tools to perform mowing; watering; edging ranking & blowing leaves; pulling weeds; planting trees, shrubs and perennials; and mulching plants, and all other duties as assigned.

Essential Function(s) – Task Statements: Forestry Division (3 Positions)

- Tasks to include but not limited to; operating chipper to chip branches and logs, mulching, raking and sweeping, using a leaf blower to blow leaves to clean up streets and parkways, tree planting, digging, stump site restoration, scouting for tree diseases, sampling trees and lab work and all other duties as assigned.

Essential Function(s) – Task Statements: Rec. Maint. Div. - Lakefront/Parks Laborer (5 Positions)

- Tasks to include but not limited to; cleaning of restrooms in park buildings; litter pick up in parks and beaches; complete minor repairs to beach fencing, lifeguard chairs, boat racks, etc; assist in the launching of boats; removal of graffiti in parks; may assist in athletic field maintenance; may assist in the painting of picnic tables, park benches, etc.; post picnic notifications and prepare sites for scheduled activities; transport supplies as necessary.

Essential Function (s) – Task Statements – Water & Sewer (3 Positions)

- Assists in the repair and maintenance of the water mains, valves fire hydrants and service lines using hand and power tools
- Assists in the repair and maintenance of the sewer collection system including manholes, catch basins and sewer main using hand and power tools
- Assist in the maintenance of the pumping station
- Tasks will include digging ditches and holes, breaking asphalt and other pavement and painting
- Removes snow and ice from streets and sidewalks
- May perform custodial tasks, take readings on equipment and assist in the repair of machinery.

Special Necessary Requirements:

Valid Driver's License

MINIMUM REQUIREMENTS OF WORK:

Must have the ability to understand and follow verbal and written instructions; to operate hand and power tools and equipment safely; to establish and maintain effective working relationships with supervisor, co-workers, other employees, and the public.

- **Education:** High School Diploma or GED Equivalent.
- **Skills, Abilities and Knowledge:** No experience required. Excellent oral communication and a fast learner.

PHYSICAL REQUIREMENTS OF WORK:

Must have the ability to work outdoors in a variety of weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures and humidity; the ability to lift and move objects weighing up to fifty pounds without mechanical assistance; to stand for long periods of time, bend, and work outdoors with limited lighting; to work with chemicals, vehicles or equipment fumes and gasses, dust and dirt.

SUPERVISION:

Work is performed under general supervision of a supervision crew leader. Initially employee receives instruction on the safe use of equipment in the performance of maintenance tasks, orientation to the department and work rules. Once proficiency with the variety of tasks performed and equipment used is gained, the employee is usually responsible for performing and completing the work independently according to City work rules and safety regulation. Work is checked by supervisor on a daily basis, or at the completion of the assigned project. Guidance is provided through rules and regulations, policies and procedures, personnel rules and OSHA.

PUBLIC CONTACT:

The employee has regular contact with the general public when working his/her normal shift. They may be asked to field questions and respond to concerns. The employee has contact with other City employees to relay factual and specific information regarding work assignments.

SELECTION METHOD:

Structured oral interview, Pre-employment medical examination and drug/alcohol screen.

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**

The City of Evanston is committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Facilities Management Office at 847-866-2916 (voice) or 847-448-8052 (TTY).