



Date Developed:	February 2022
HR Review Date:	

**JOB DESCRIPTION/JOB POSTING**  
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

<b>DEPARTMENT:</b>	<b>Public Works Agency</b>
<b>DIVISION:</b>	<b>Public Services</b>
<b>POSITION TITLE:</b>	<b>Public Works Maintenance Worker I Apprentice</b>
<b>JOB TYPE:</b>	
<b>PAY GRADE/RANGE:</b>	<b>\$18.00-\$22.00/hour</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>OPENING DATE:</b>	
<b>CLOSING DATE:</b>	

**NATURE OF WORK:**

This is an entry-level manual labor apprentice program involving on-the-job training to learn and perform maintenance and repair work in the Streets, Traffic, Forestry, Greenways, and Recycling and Environmental Divisions; including administrative duties and use of computer software. This position may be required to work weekends and rotating shifts during certain seasons. Safety equipment such as hard hats, safety glasses, reflective vests, gloves, steel-toed shoes, and other protective equipment is worn. Participation in the apprentice program is not a guarantee of future employment. Participation is limited to a maximum of 12 months in duration and is dependent on the availability of City funding.

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

In a learning capacity, apprentices may be asked to participate in the following tasks:

- Assists in the installation, repair, and maintenance of the municipal traffic system, including traffic signals, street lights, traffic signs, pavement marking, and using hand and power tools.
- Assists in the repair and maintenance of municipal streets, sidewalks, alleys, and parkways, using hand and power tools.
- Assists with the trimming, pruning, removal, and planting of trees using hand and power tools.
- Assists in the collection of recycling materials, refuse, and bulk trash items.
- Assists with the cleanup of litter and debris in the City parkways, parks, and business districts.
- Assists with the mowing, planting, transplanting, fertilizing, mulching, watering, and pruning of City park grounds, shrubs, bushes, and trees.
- Maintains sports fields by grading, lining, edging, and raking on a regular basis.
- Assists in snow and ice removal/control

- Upon possession of a CDL permit or license, may drive various trucks to transport crew, materials, equipment, and spoils. Loads and unloads trucks as appropriate to work assignment.
- Services, adjusts, and makes minor repairs to equipment, machines, and attachments.
- Assists mechanics in making repairs to pumps, compressors and small gasoline engines, and other equipment.
- Measures distances of excavation sites using tape measure and marks outline of areas to be excavated according to the direction of supervisor or crew leader.
- Assists in providing information to update City records.
- Posts and removes temporary street signs.
- Cleans and maintains City property and facilities.
- Performs lawn and grounds maintenance.
- Sweeps walks, shovels snow, operates snowblower, and spreads salt.
- Erects, repairs, and maintains fences and other small structures.
- Receives and unloads deliveries and supplies.
- Works independently or with a crew to accomplish the maintenance work.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS OF WORK:**

- Must be a resident of Evanston (zip codes 60201 or 60202) at the time of application and maintain residency throughout the program.
- Must possess a high school diploma or GED.
- Must be at least eighteen (18) years of age.
- Must possess a valid driver's license and a safe driving record.
- Knowledge, skills, and abilities in the following areas:
- Ability to understand and follow oral and written instructions.
- Ability to perform simple addition, subtraction, multiplication, and division.
- Ability to read and communicate effectively both orally and in writing.
- Ability to effectively communicate with the public.
- Ability to follow instructions and work cooperatively with others.
- Ability to pass a physical test
- Ability to pass drug and alcohol test
- Ability to pass basic skills test

**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 and move objects weighing up to fifty pounds without mechanical assistance on a consistent basis
- Ability to use cellular telephone, personal computer, camera.
- Ability to use equipment, including hand and power tools.
- Ability to stand for long periods of time, bend, and work outdoors with limited lighting.
- Ability to work safely around operating equipment, fumes, loud noises, dust and dirt, and chemicals normally encountered by the position.
- Ability to climb, balance, taste/smell, hear, and see.
- Ability to handle a variety of physical hazards, such as proximity to moving mechanical parts, electrical shock, working on scaffolding and high places, exposure to burns and radiant energy, exposure to all types of explosives, and exposure to toxic chemicals.
- Ability to sit for extended periods of time using a computer.

- Frequent exposure to dangerous equipment, vibrations, poor lighting, wetness, gases, and odors.

**SUPERVISION:**

Work and training is performed under the general supervision of a full-time employee with reporting responsibility to a supervisor. Work assignments are given daily, either verbally or in writing, with the employee responsible for completing the work according to City work rules and safety regulations. Work is reviewed through ongoing observation, written and verbal communications, meetings and feedback from the supervisor and from other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules and IDOL. Work is evaluated at least every six months for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standards.

**PUBLIC CONTACT:**

The employee has regular contact with other employees in the department.

**SELECTION METHOD**

Structured Oral Interview  
Skills Test

**TYPE OF ELIGIBILITY LIST**

**LIFE OF ELIGIBILITY LIST**

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***To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.***

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.**

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY).*