

**VILLAGE OF HIGHLAND HILLS**

**JOB POSTING**

**POSITION TITLE: Laborer 1 (PT)**

**CLASSIFICATION NO.:**

**DEPARTMENT: Public Works**

**PAY RANGE: \$10.00**

**PT Status: Part-Time**

**REPORTS TO: Director**

**JOB SUMMARY:**

This position involves a variety of routine manual tasks in maintaining the cleanliness, sanitary conditions and appearance of the Village.

**ESSENTIAL JOB FUNCTIONS:**

**The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.**

- Cleans equipment and refers defects or needed repairs to supervisor.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs tasks including but not limited to mowing; weeding; watering; picking up litter; pruning trees; planting trees; trimming; grass spot seeding; leaf removal; loading/unloading containers; garbage pick-up; lawn maintenance; digging; and snow removal.
- Cleans debris from roadside areas.
- Operates small equipment.

**Desirable Training and Experience Required:** High school diploma or equivalent; or 2 (two) years job related experience.

**Knowledge, Skills, and Abilities:**

Skill in operation of tools and equipment, materials, methods and procedures used in maintenance, construction and repair activities.

Knowledge of safe working practices including job-site protection. Ability to use general laboring tools including but not limited to lawn mowers, snow blower, snow track, shovels, rakes, picks, brooms, tampers, power rollers, air hammers, and hand tools.

Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing, bending or sitting for extended periods of time and operating assigned equipment and vehicles.

**Minimum Physical and Mental Qualifications:**

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

While performing the duties of this job, the employee has the ability to perform heavy manual tasks for extended periods of time and the ability to frequently lift and/or move 25 pounds to 100 pounds. Ability to work safely; ability to communicate effectively verbally; ability to understand and carry out written and oral instructions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

**Posting dates: July 24, 2017 through July 28, 2017**

***The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.***