

Job Title

Public Works Laborer

Job Description

The City of Virden is hiring for the position of Public Works Laborer. This position involves skilled and semi-skilled tasks related to the day-to-day operations, maintenance, and repair of City of Virden infrastructure, including streets, right-of-ways, parks, facilities, utilities, and other public properties. The hours of operation for this position will be 7:00 AM to 3:30 PM, unless otherwise assigned.

Application or Resume

To be considered for this position, an application must be completed. Applicants may obtain one and return a completed application at the City of Virden Office at 101 W. Jackson St. during business hours.

Duties, Responsibilities, Expectations

Performs various standard tasks using a wide variety of manual and powered equipment, including, but not limited to, drills, power saws, shovels, rakes, mowers, string trimmers, wheelbarrows, tampers, rototillers, compressors, chippers, jackhammers, chain saws, pumps, mechanic's tools, and many more, with safety and efficiency as the primary objectives.

Daily assignments may include, but will not be limited to:

- Mowing and associated tasks, including use of herbicide.
- Clean up and maintenance of City parks and public areas, including basic landscaping and pesticide use.
- Brush pick-up and disposal.
- Snow and ice removal.
- Set up traffic safety devices, signage, and barricades as necessary.
- Water meter reading, troubleshooting, removal, installation, repair, thawing and otherwise maintain, including meter, rack, pit, signaling device, and cover.
- Install, repair, and otherwise maintain municipal water mains, distribution lines, valves, gauges, and associated fittings, usually in ground, with safety of self and others always in mind.
- Assist with repairs of curbing, pavements, sidewalks, easements (including earth moving and ground shaping), and grass seeding. This includes street and alley maintenance by operating equipment such as trucks, tractors, front end loaders, backhoes, and skid-steers and associated accessories.
- Maintain drainage ditches, including removal of brush, trees, weeds, and sediment.
- Assist with repairs and installation of storm drains, drop boxes, storm sewers, and street/traffic signs.
- Assist with building maintenance and repair, interior and exterior, including minor carpentry, hardware installation and repair, painting, etc.
- Keep equipment (manual and power), vehicles, and shop clean, orderly, and in good repair.
- Assist with skilled maintenance, measuring, construction, and repair work including concrete work, carpentry, plumbing, and minor mechanical maintenance and repair of small engine equipment and multi-cylinder, light and heavy vehicles and equipment.
- Work effectively in the absence of close supervision, always practicing work safety.
- Communicate with and assist outside contractors hired by the City, when asked.
- Communicate effectively with public.
- Perform other duties assigned.

Required License and Certifications

Must have current, valid Illinois driver's license. Must have a CDL, "Class B", or be able to obtain one within 120 days of hiring. Must have possession of, or ability to obtain, license/certificate required to handle/apply herbicides and pesticides, applicators license in 120 days (6 months).

Desirable Qualifications

The following skills would be considered valuable for an applicant:

- Mowing and weed control experience
- Experience operating heavy equipment (front end loader, backhoe, skid steer).
- Mechanic skills/experience.
- Experience working with/forming/finishing concrete.
- Carpentry skills and experience (including drywall and painting).
- Plumbing skills and experience.
- Basic electrical or HVAC skills and experience.
- Welding skills/experience (stick, MIG, oxy-acetylene).
- License/certificate required to handle/apply herbicides and pesticides.
- Friendly and professional communication skills

Physical and Environmental Requirements

Must have the ability to maintain physical condition appropriate to perform assigned duties and responsibilities, which may include, climbing stairs and ladders, walking, crouching, crawling, stooping, bending, twisting, kneeling, standing, sitting, grasping, pushing, or pulling for extended periods of time. Must have fine manipulation skills, manual dexterity, and be able to lift and carry weight of 100 lb. Must be adaptable to all outside weather conditions, with exposure to cold, heat, humidity, wind, and moisture for extended periods.

Miscellaneous

Must reside within 20 miles of the City of Virden.

Successful applicant will be subject to background check and drug test.

The City of Virden may not hire a convicted felon.

The City of Virden is an Equal Opportunity Employer.