

Job Title:	Seasonal Streets Laborer	Job Category:	Laborer
Department/Group:	Streets	Travel Required:	No
Location:	Colona, IL	Position Type:	SEASONAL
Level/Salary Range:	\$15.00 Hourly	Date Posted:	03/25/2024
Hours:	7:00 am – 3:30 pm	PTO:	8 Hours of Personal Leave
HR Contact:	Public Works Director		

<p>FAX OR EMAIL: 309-792-0571 or ryan@colonail.com Subject Line: Employment Opportunity</p>	<p>MAIL: ATTN: Public Works Director City of Colona P.O. Box 170 Colona, IL 61241</p>
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Job Description

CHARACTERISTICS OF THE JOB:

This position provides a unique opportunity to learn about Public Works, contribute to the community, and work outside during the summer months. Under direct supervision, the Seasonal Worker is responsible primarily for grounds maintenance including watering, mowing, and trimming. Some duties may include the construction, repair, and maintenance of municipal streets, sidewalks, buildings, electrical systems, or storm drainage facilities. Although full-time hours are available, this is a temporary position for the summer months.

ROLE AND RESPONSIBILITIES

- Performs mowing, weeding, trimming, and weed whipping.
- Performs general custodial work.
- Operates a variety of small and medium sized lawn maintenance equipment.
- May set up safe work zones, including barricading, placing flashers and flagging traffic.
- Assists in storm damage clean up.
- Promotes and maintains responsive community relations.
- Performs related duties and manual labor as assigned.
- Operate public works vehicles ranging from pickup trucks to small dump trucks to haul materials, make landscape repairs, and load refuse.
- Utilize heavy hand equipment such as chain saws, pole saws and concrete saws.
- Perform pavement repair work to streets, alleys, sidewalks and parking lots. Set forms for concrete pavement and structures; pour and finish concrete and make routine and permanent asphalt repairs and patches.
- Utilize hand tools to manually shovel asphalt and rock, install signs, unload and deliver supplies and materials, clean storm sewers, weed eat, mulch and cut wood.
- Utilize public works equipment to repair and maintain chip and seal, asphalt and concrete streets and parking lots; maintain right-of-way, and spread rock.
- Maintain public works equipment and vehicles by performing minor maintenance and service including, but not limited to, greasing fittings, and topping off fluids.

- Empty trash cans at Public Works garage and WWTP daily as needed.
- Pick up refuse and brush, clean restrooms, shelters and other facilities.
- Clean and maintain equipment and facilities as necessary.
- Other duties may be assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma or GED equivalent. Must have valid Driver’s License. Must be 18 years old or older.

- Ability to perform manual labor for extended periods of time in all weather conditions.
- Ability to understand and follow oral and written instructions.
- Ability to walk, stand, use hands and fingers to operate equipment, reach and lift, climb, balance, kneel and stoop.
- Ability to lift and/or carry up to 50 pounds.
- Ability to learn, understand, and adhere to all applicable safety precautions and procedures.

Approved By:	Ryan Erichsen-Public Works Director	Date:	03/25/2024