



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

Posting Date: April 1, 2022

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JOB POSTING:

TEMPORARY SEASONAL SUMMER HELP

The Village of Norridge is seeking up to 3 responsible, self-motivated students to perform a wide array of outdoor Public Works and Village Properties Department duties. The purpose of these positions is to provide general labor assistance to maintenance crews during the summer months. Candidates must possess a willingness to learn various aspects of Norridge Public Works duties as well as Village Properties Department duties.

Duties and Responsibilities:

- Assist crews with maintenance activities such as striping of streets, parkway restoration, filling potholes, operating fire hydrants, valve exercising and minor tree trimming.
- Assist crews with sign postings, sign fabrication, barricade maintenance.
- Assist crews in utility locating and marking.
- Perform minor equipment maintenance including washing, waxing, vacuuming and cleaning.
- Debris and trash removal.
- Watering.
- Planting and weed pulling.
- Lawn mowing and weed whipping.
- Assist with various building maintenance including but not limited to sweeping, washing, window cleaning and preparation of buildings for various events.
- Relocate small equipment and furniture.
- Perform courteous and responsive customer service in the field.
- Assist with organizing inventory.
- Assist with general maintenance and clean up in and around Village-owned building and Village grounds.
- Other duties and manual labor as assigned.

Qualifications & Requirements:

- Must be 16 years or older at time of application.
- Valid Illinois driver's license preferred, but not required.
- Must successfully pass drug & alcohol test and a physical.
- Ability to use i-Pad (employee will receive training on specific apps used by the Village).
- Must follow all OSHA required safety rules (rules will be taught on the job).
- Knowledge of Norridge streets preferred.



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Physical Requirements:

The duties of this job include physical activities such as stooping, kneeling, standing, reaching, climbing, walking, some heavy lifting and/or moving of heavy items; grasping, talking, hearing/listening, seeing/observing, and repetitive motions. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus. Employee occasionally works around vibrations and noises, moving mechanical parts, confined spaces and underground trenches, heights and is exposed to fumes or airborne particles, toxic or caustic chemicals, and extreme outdoor temperatures and weather conditions. Steel-toe safety shoes are required (Village does not provide shoes). The Village will provide hardhats, safety glasses, reflective vests, ear protection and gloves, when necessary for use.

Work Schedule:

7:00 AM to 3:30 PM, with a ½ hour unpaid lunch break.
Approximately June to end of August.

The hours are subject to change at the discretion of the Superintendent of Public Works or the Buildings and Grounds Supervisor.

Salary: \$14.00 per hour

Positions are open until filled; however the first review of applications will be at 9:30 AM on April 28, 2022. If you would like to be considered for the first round review process, you must remit a completed and signed Village of Norridge Employment Application by 9:00 AM on April 28, 2022. Applications will continue to be accepted until the deadline to apply, which is May 31, 2022, by 5:00 PM. No digital or e-mailed copies will be accepted. You may mail your applications in, drop it off at Village Hall, or drop it into the secure drop box located at the front (Olcott Avenue) entrance of the Village Hall.

Village of Norridge
c/o Joanna Skupien
4000 N. Olcott Ave.
Norridge, IL 60706

Posted to the Village website from April 1, 2022 to May 31, 2022
www.villageofnorridge.com