

Job Title: Maintenance Assistant - Landscape Division (Engineering & Public Works) part-time



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

VILLAGE OF SCHAUMBURG
Human Resources Department
101 Schaumburg Court, Schaumburg, IL 60193
<http://www.schaumburg.com/>

The Village of Schaumburg is a thriving community of 78,732 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of Chicago. Not only is Schaumburg the twelfth-largest community in the State of Illinois, but it is also home to the second-largest concentration of retail, office, and commercial activity. Notable village distinctions include being named one of the "Top Ten Best Places to Live" by Money Magazine; being ranked No. 5 overall in WalletHub's "Best Illinois Cities for Jobs"; and receiving the Distinguished Budget Presentation Award from the Government Finance Officers Association for meeting the highest principles of governmental budgeting for the seventh consecutive year.

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

NOW ACCEPTING APPLICATIONS FOR THE POSITION OF:

Maintenance Assistant - Landscape Division (Engineering & Public Works) part-time

Interested candidates are encouraged to apply as soon as possible. Interviews will be conducted as applications are received. This position will remain open until filled.

STARTING SALARY RANGE: \$19.29 - \$21.46 per hour working up to 19 hours per week. Salary dependent on qualifications. The salary range for this position is \$19.29 - \$27.98.

Please attach as part of your application all necessary documents verifying that you meet the minimum qualifications for the position.

JOB SUMMARY:

This position usually performs manual work of an unskilled nature. Work consists of assisting staff in the maintenance and repair of Village infrastructure, buildings, grounds and facilities. This position may also perform semi-skilled mechanical labor, custodial work, and operating a vehicle.

To succeed in this role applicants will need to effectively communicate to people inside and outside the organization and demonstrate self-awareness. We are looking for a team member that can prioritize requests and responsibilities with accuracy and in safety.

JOB DUTIES:

1. Performs a variety of routine unskilled manual tasks, uses simple tools and carries and wheels heavy material as required.
2. Performs minor maintenance and custodial work in the care of Village owned buildings, grounds, and facilities.
3. Performs shop and yard clean-up and organization. Is responsible for the arrangement, location and proper operation of job-related tools and equipment in the shop/yard environment.
4. Drives a 58,000-pound GVWR truck hauling gravel, fill, or other material or plowing snow, services trucks and other equipment.
5. Performs Snow and Ice control duties and assists in emergencies such as floods and wind or rainstorms.
6. Assists in processing and filling material requests and distributions of both fleet and public works related material.
7. Thorough knowledge of the Department's Standard Operating Procedures and Safety Practices.
8. Keeps accurate records of accomplishments.
9. Performs other tasks and duties as assigned.

QUALIFICATIONS:

1. Education equivalent to a high school diploma.
2. A minimum of six months of general maintenance or related experience.
3. Possession of a valid State of Illinois Class A Commercial Driver's License (CDL) or ability to obtain within twelve months from date of hire.
4. Proficiency with current computer technology, job specific software, and customer service systems.

BENEFITS:

Part-Time employees are not eligible for benefits.

SELECTION PROCESS:

Candidate screening process may consist of an application review, skills testing, employability assessment, interviews, reference checks, and other job-related testing or verifications. Chosen candidates will be subject to a background and criminal history investigation, and qualifying pre-employment medical examination and drug screen (including cannabis).

THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER