

Job Title: Maintenance 1 - Landscape (Engineering & Public Works)



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 78,723 residents located 11 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 rated as an excellent or good place to live by 95% of respondents in the National Community Survey; having multiple highly-awarded and accredited departments; and being recognized as a Better Business Town by The Better Business Bureau of Chicago and Northern Illinois.

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 1 - Landscape (Engineering & Public Works)

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.

SALARY: \$26.63 per hour or dependent on contract language based on a 40-hour workweek. This position is represented by a union; you may refer to the EPW Local 150 collective bargaining agreement available on our website.

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

JOB SUMMARY:

This position performs manual work of an unskilled to semi-skilled nature which requires some special training or experience. Work consists of maintaining and repairing public works facilities and operating a truck with snow plow and other equipment requiring special skills. Instructions and training are received at the beginning of each new job or task.

Some experience and knowledge in the public or private tree care industry, with tree maintenance activities such as tree trimming, and tree removal is desirable.

JOB DUTIES:

1. Performs general laborer duties.
2. Performs a variety of unskilled and semi-skilled maintenance work and operates a variety of equipment in the construction, repair, maintenance and replacement of Village infrastructure.
3. Maintains a variety of records relating to inspections, maintenance activities, work completed, etc.
4. Drive 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 rain storms.
6. Performs minor maintenance and custodial work in the care of Village owned buildings, grounds, and facilities.
7. Thorough knowledge of the Department's Standard Operating Procedures and Safety Practices.
8. Performs other duties as assigned.

QUALIFICATIONS:

1. Education equivalent to a high school diploma.
2. Some experience and knowledge of general maintenance and construction work.
3. If working in the Sanitary Sewer division, ability to obtain the National Association of Sewer Service Companies (NASSCO) certification to practice PACP, LACP, and MACP required within two years from date of hire.
4. Possession of a valid State of Illinois Class A Commercial Driver's License (CDL) or ability to obtain within six months from date of hire.
5. Proficiency with current computer software systems, including email, calendar programs, job specific software, and customer service systems preferred or within the first six months of employment.

BENEFITS:

The Village of Schaumburg has a competitive benefit package which includes: flexible benefit Section 125 plan including health, dental, vision, and life insurance as well as medical and dependent care flexible spending accounts, a retirement plan through the Illinois Municipal Retirement Fund, paid holidays, paid vacation, sick leave, tuition reimbursement, and more.

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