



TRUSTEES

JUDY ABRAHAM

SHEILA ARMOUR

PATRICIA CHAO-MALAVE

JUDY MILLER

ANDREA SENIOR

JARRY SHELBY

Village of Broadview

Municipal Building

2350 South 25th Avenue • Broadview, Illinois 60155-3800

1-708-681-3600 • FAX 1-708-681-2018

KATRINA R. THOMPSON, President (Mayor)

VILLAGE CLERK
KEVIN MCGRIER

VILLAGE ADMINISTRATOR
LETISA JONES

FINANCE
THOMAS HOOD

TREASURER
SOUTH CENTRAL
CAPITALGROUP, LLC

VILLAGE ATTORNEYS
DEL GALDO LAW
GROUP, LLC

POSITION: Full-Time Laborer – Public Works Department

SALARY: \$25 per hour depending on qualifications. CDL Class B & Public Works Experience Preferred. Benefit package: ten (10) vacation days (after one year of employment), three (3) personal days, and twelve (12) sick days; eleven (11) paid holidays, medical, dental and life insurance, Illinois Municipal Retirement Fund (IMRF) pension and access to voluntary deferred compensation 457 plans for additional retirement savings.

APPLY BY: downloading an application from our Village website: www.broadview-il.gov. Submit completed application to LeTisa Jones, Village Administrator at ljones@broadview-il.gov. Position is open until filled.

JOB SUMMARY: The Village of Broadview Public Works Department is seeking candidates for a full-time position in the Public Works Department. Candidates must be 18 years of age at the time of application, possess a high school diploma or equivalent and possess a valid Illinois driver's license at the time of application.

ESSENTIAL FUNCTIONS INCLUDING, BUT ARE NOT LIMITED TO: Full-time position performs semi-skilled manual work in public works construction and maintenance activities.

- Work primarily outdoors, often in inclement weather and conditions.
- Lift up to 100 pounds repetitively and possess sufficient strength and agility to perform manual tasks for prolonged periods.
- Operates a diverse range of heavy and small trucks, equipment, machinery, and tools to perform duties.
- Be able to understand and follow written and oral instructions.
- Responds to emergency call-outs for Public Works related events.

Work is performed under the direction of the Director of Public Works.

Duties will include but not limited to assisting with maintenance on Village streets, perform snow removal and salt operations, paving and patching asphalt, crack sealing, street sweeping, litter pick up, sewer jetting, removing roadkill, repairing and replacing street signs, shop maintenance, tree removal/trimming and planting, brush chipping, parkway restoration, leaf pick up, weed whacking, grass cutting, loading/hauling and unloading materials/supplies, and assisting other departments as directed. Usage of tools, materials and equipment in a correct and safe manner.

SELECTION: Candidate screening process consists of an application review, interview, background check and qualifying pre-employment drug screen.