



TRUSTEES

JUDY ABRAHAM

SHEILA ARMOUR

PATRICIA CHAO-MALAVE

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Village of Broadview

Municipal Building

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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: Seasonal Summer Worker – Public Works Department

SALARY: \$23 per hour depending on qualifications. CDL Class B & Forestry Experience Preferred

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. Applications are due by Friday, April 26, 2024.

JOB SUMMARY: The Village of Broadview Public Works Department is seeking candidates for seasonal summer positions 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: performing outdoor forestry, utilities, and street maintenance as well as trash removal and painting. Training with vehicles/equipment and department operations will be provided upon hire. Work is performed under the direction of the Director of Public Works.

Duties will include but not limited:

- Assisting with maintenance on Village Street, bush chipping, litter pick up, parkway restorations, sign maintenance, shop maintenance, leaf pick up assisting other department as directed.
- Perform vehicle maintenance by cleaning, washing, waxing and vacuuming all public works vehicles;
- Perform floor sweeping, window cleaning, site weeding and community special event activities
- Performs courteous and responsive customer service in the field
- Performs miscellaneous tasks and assignments, including painting blacktop sealing, fence staining and minor repairs to lift stations and water pump stations

The hours for this position are Monday – Friday 6:00 a.m. to 3:00 p.m. Candidate must be willing to work occasional overtime, including weekends and holidays.

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