



Village of East Dundee

120 Barrington Avenue, East Dundee, IL 60118

(847) 426-2822

www.eastdundee.net

Public Works Laborer

The Village of East Dundee (population est. 3,152) is seeking qualified applicants for the full-time position of Public Works Laborer. Starting salary range is \$48,380 +DOQ. Starting salary may increase depending on qualifications and experience as determined by Collective Bargaining Agreement. The Village of East Dundee offers a competitive wage package and an excellent benefits package including medical insurance, a retirement health saving account, paid vacation and sick leave and participation in the Illinois Municipal Retirement fund system.

About East Dundee and Public Works Department

The Village of East Dundee, a home rule community as defined by the Illinois Constitution, is located approximately 35 miles west of the City of Chicago, primarily in Kane County with a small portion in Cook County. East Dundee encompasses approximately 3.1 square miles. The Fox River is the western border of the Village and the Fox River Bike Trail runs through the Village's historic downtown district. Residents and visitors of East Dundee can enjoy an array of dining, retail, social and outdoor activities, including Santa's Village Azoosment & Water Park. A picturesque historic downtown, with the former train depot (now a visitor center) in the heart of the district is home to many popular year-round special events hosted by the Village and outside organizations.

The Public Works Department's eight (8) full-time employees are responsible for maintaining and enhancing the physical environment and infrastructure of the Village of East Dundee through oversight of all municipal owned facilities and utilities. The Public Works Department is responsible for 25 miles of roadways, 29 miles of water mains, 25 miles of sewer mains, and 12 miles of storm sewer mains. In addition, the Department operates a water treatment and distribution system through various wells and storage tanks located through the Village. Additionally, the Department operates and maintains a wastewater treatment plant and collection system.

Laborer Position Responsibilities & Duties

The Laborer position performs a variety of skilled and semi-skilled tasks in the construction, maintenance and improvement of public properties, facilities, and infrastructure (water, sewer, streets, parkway, and storm sewer systems). This includes landscape and building maintenance, asphalt paving and patching, snow and ice control, sewer and basin cleaning and repair, forestry, street sweeping, concrete installation, set-up/take-down for Village events, and other tasks as assigned. The Laborer will operate vehicles and equipment of varying sizes and weights while performing these tasks. Candidates that possess a high degree of knowledge in water and wastewater treatment process control and preventive maintenance programs will strongly be considered. This position reports directly to the Superintendent of Operations and the Director of Public Works.

The weekly work schedule is normally, Monday through Friday, 7:00 a.m. – 3:00 p.m., but may be altered or extended in the event of emergency, personnel shortage or workload. Work is required on some Saturdays, Sundays, and holidays. The successful candidate shall be able to demonstrate an ability to work both independently as well as in a team environment. Position has “on-call” responsibilities and may be required to work nights, early mornings, weekends, and/or holidays as-needed and on short notice. Work activities are performed in all weather conditions, and at all hours of the day, in precarious or confined surroundings and in close proximity to vehicular traffic.

Minimum Qualifications

- Graduation from high school or GED equivalent.
- 3-5 years work experience in municipal Public Works Department or related trade.
- Must possess or obtain a valid commercial driver’s license (Class A or B with air brake endorsement) within 6 months of date of hire.
- Proficient in basic computer skills.
- Ability to work effectively with the general public.
- Ability to work without direct supervision.
- Ability to communicate in oral and written form.
- Ability to understand and follow directions.
- Ability to establish and maintain effective working relationships with Department heads and all Village employees.
- Knowledge of OSHA safety principles and practices.

How to Apply

The employment application can be found at www.eastdundee.net. Qualified candidates should submit a completed employment application, cover letter and resume to hr@eastdundee.net with the following subject line: *VOED – Public Works Laborer*. Position opened until filled.

Please do not mail application and no telephone calls.

The Village of East Dundee is an Equal Opportunity Employer.