



Village of East Dundee

120 Barrington Avenue, East Dundee, IL 60118

(847) 426-2822

www.eastdundee.net

Summer Seasonal Laborer

The Village of East Dundee is seeking two (2) motivated individuals to join our Public Works Department as a Summer Seasonal Laborer. The position will be from May – August with work hours of 7:00 a.m. to 3:00 p.m., Monday through Friday. Work is performed in outdoor weather conditions and in close proximity to vehicular traffic. The hourly rate for the position is up to \$16.00.

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 is 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.

Position Responsibilities & Duties

The Summer Seasonal Laborer position will assist full-time staff with:

- Day-to-day maintenance and upkeep of Village properties, roadways, and facilities.
 - General landscaping including mowing, trimming, weeding, mulching and planting.
 - Set-up for special events.
 - Other duties as assigned.
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The Summer Laborer positions may utilize hand and small power tools to accomplish tasks. Training with vehicles/equipment will be provided upon hire.

Minimum Qualifications

- Graduation from high school or GED equivalent.
- Must be at least 18 years of age.
- Must be able to lift and/or move up to 100 lbs.
- Must be able to communicate effectively verbally and in writing.
- Must be able to work outdoors in varying environmental conditions.
- Ability to follow appropriate safety procedures.
- Valid driver's license with a good driving record.

How to Apply

The employment application can be found at www.eastdundee.net. Interested candidates should submit a completed employment application by email to hr@eastdundee.net with the following subject line: *VOED – Summer Seasonal Laborer*. Applications will be considered as received and the positions will remain open until filled.

Please do not mail application and no telephone calls.

If selected, successful completion of a background check, physical and drug screen are required. The Village of East Dundee is an Equal Opportunity Employer.