

**VILLAGE OF NORTHFIELD  
POSITION DESCRIPTION**

**JOB TITLE:** Seasonal Laborer  
**DEPARTMENT:** Public Works  
**CLASSIFICATION:** Part Time; non-exempt  
**POSITION REPORTS TO:** Public Works Supervisor

**Summary:**

The Village is seeking qualified applicants for the position of Seasonal Laborer in the Public Works Department. Candidates must be at least 18 years of age and have a valid Driver's License. Duties Include:

**Essential Duties and Responsibilities:**

1. Performs landscape and street maintenance
2. Reads water meters
3. Conducts maintenance of Village facilities
4. Assists with the maintenance of the water and sewer infrastructure
5. Completes other duties as assigned

**Knowledge, Skills & Abilities:**

The individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Educational Background:** High School Diploma or GED equivalent required.

**Skills and Abilities:**

- Communicate effectively
- Work well with a team to solve problems
- Assist the public in a professional manner
- Establish and maintain satisfactory working relationships with other Village employees and the public
- Work independently and efficiently

**Physical Demands:**

Must be able to hear average conversations, reach with hands and arms, walk, bend, crouch, lift and move up to 100 pounds, carry, push, pull or otherwise move objects.

**Work Environment:**

The noise level in the work environment is moderate to high. Temperature is not climate controlled. The position is intended to work less than 1,000 hours per year and therefore is ineligible for benefits, including medical insurance and Illinois Municipal Retirement Fund (IMRF) benefits. The

weekly schedule may be changed as necessary to stay under the 1,000 hour threshold. The weekly schedule is Monday-Friday from 7:00 AM – 3:00 PM.

**Application Information:**

The starting hourly wage is \$13.57. Interested candidates should submit a completed application, available at [www.northfieldil.org/jobs](http://www.northfieldil.org/jobs) to Melissa Jewett at [mjewett@northfieldil.org](mailto:mjewett@northfieldil.org). Applications will be accepted until the position is filled.

**Disclaimer:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.