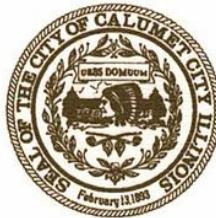


CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



Thaddeus M. Jones
Mayor, City of Calumet City

Deston Dorchack
Personnel Director

Deanne Jaffrey
Chief of Staff & City Administrator

OPEN POSITION MAINTENANCE HELPER – PUBLIC WORKS

JOB SUMMARY

This is an unskilled to semi-skilled labor position involving street, alley and water/sewer maintenance including light equipment operation work in the cleaning, maintenance and repair of public works utilities of the City of Calumet City. The work involves performance of manual tasks requiring some skills or special knowledge acquired through experience. The work also includes operation of light equipment and trucks as a regular part of assigned duties. These employees are expected to participate in all phases of semi-skilled and unskilled manual laboring work. This work may involve safety hazards and strenuous physical activity. The work also requires considerable attention to safety procedures to prevent accidents. The work is performed under supervision and is reviewed through inspection of work in progress, and upon completion for results obtained. Duties include, but are not limited to: participating in the construction, maintenance, and repair of City facilities and grounds; repairing road surfaces; applying and raking patching materials; maintaining or assisting in the repair of curbs, gutters, culverts, catch basins, storm sewers, and retaining walls; loading and unloading materials by hand or with the use of heavy equipment such as a front-end loader; performing road maintenance work; grading alleys to predetermined grades; cleaning and repairing storm sewers; helping repair water and sewer line or main breaks; assisting Water Plant Operators in the repair and preventative maintenance of pumps, blowers, valves, and instruments; participating in the installation of water meters; may turn meter service on and off and read meters; helping perform litter and trash pickup; clearing tree limbs and other debris from streets and alleys after storms; operating equipment for snow and ice removal including spreading salt; driving trucks for pick up, hauling, delivery of materials and supplies; may operate street sweeper; may substitute for a regular operator of heavy equipment; operating tractors, sewer cleaning equipment, auxiliary equipment, chain saws and other power tools, stationary pumps, and blowers; maintaining an awareness of proper safety procedures and guidelines and apply these in performing daily activities and tasks; any and all other functions that may be required by the appropriate superintendent or other appropriate supervisors.

APPLICANT QUALIFICATIONS

- Ability to perform manual labor for extended time periods
- Knowledge of tools, equipment, methods, and materials used in a variety of public works and utilities construction, maintenance, and repair activities
- Knowledge of traffic regulations and the practices followed in the care and safe operation of light

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to medium equipment

- Must have strength to pull, lift, and push 50-pound objects on a frequent basis, and up to 100 pounds (such as a bag of cement) on an infrequent basis
- Must have flexibility to bend, twist, and reach
- Ability to establish and maintain good working relationship with employees and public
- Must possess or have the ability to obtain a valid CDL driver's license
- High School Diploma or equivalent required
- Must have U.S. citizenship

Anyone interested in the posting, please contact **Deston Dorchack** at ddorchack@calumetcity.org or **Deanne Jaffrey** at djaffrey@calumetcity.org.