

VILLAGE OF BLOOMINGDALE POSITION DESCRIPTION

Title:	Seasonal Employee	Department:	Public Works
Status:	Temporary	Pay Range: \$13.00-\$15.00 Per Hour	FLSA: Non- Exempt
Date:	February 5, 2026	Reports To:	Public Works & Utilities Supervisors

PURPOSE OF POSITION

The purpose of this position is to perform a variety of manual labor tasks in the care and upkeep of buildings, grounds, and public infrastructure at various locations throughout the Village of Bloomingdale. The work is performed under the direction of Public Works Supervisors or other employees as assigned. This is a temporary position that is scheduled and works less than six (6) months during the twelve (12) months following hire date.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs a variety of semi-skilled manual labor tasks in the operations, maintenance and upkeep of the Village infrastructure. Performs basic manual tasks including digging, shoveling, raking, lifting, pulling, pushing and pulling. May be exposed to hot outdoor weather conditions.

Assists full-time staff with operations including asphalt, concrete, hydrant flushing, water main system repairs, sanitary and storm sewer system maintenance, wastewater facility operations, tree trimming, brush chipping

May perform tasks in the maintenance of Village facilities and landscapes including organizing inventory and equipment, filing and sorting, painting, making general repairs, mowing, weeding, and watering plants.

May perform a variety of routine custodial tasks.

May occasionally greet customers and answer phones in relief of regular staff.

Safely operates and helps maintain various pieces of equipment. Drives an automobile, van or truck, as licensed, on public roads. May clean and wash vehicles.

Orders and maintains inventory of supplies.

ADDITIONAL FUNCTIONS

Performs other duties as assigned and required.

Provides assistance to other Departments/Divisions as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Applicants must be at least 16 years old to apply. Applicants 18 years and older must have a valid driver's license. A limited number of non-driving positions are available.

The ability to: perform heavy manual tasks for extended periods of time; work safely; maintain a punctual and steady attendance record; communicate effectively; establish and maintain productive working relationships with employees and the public; and understand and carry out oral and written instructions.

The Village of Bloomingdale, Illinois is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The Village is a non-smoking facility in compliance with Smoke-free Illinois Act. Drug screen may be required for applicants and employees.