



308 W State Street  
Sycamore, Illinois 60178  
Main Phone: 815-895-4515

### **POSITION DESCRIPTION**

TITLE: Seasonal Worker  
DEPARTMENT: Public Works Department  
SUPERVISED BY: Assistant Director of Public Works

#### **POSITION SUMMARY:**

The City of Sycamore is seeking qualified applicants for the position of Seasonal Worker. This position performs a variety of tasks related to the maintenance of municipal buildings and grounds. This position will not exceed a total of 400 hours between the months of May and September.

#### **DUTIES, RESPONSIBILITIES AND WORK PERFORMED:**

General duties include but are not limited to:

1. Indoor and outdoor painting
2. Mowing of City-owned properties using push- and riding mowers
3. Trimming of trees and shrubs
4. Weeding, edging, and mulching of grounds
5. Maintaining a safe work environment

#### **EDUCATION, EXPERIENCE AND TRAINING:**

1. This position requires the use of personal or City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license, and have an acceptable driving record.
2. Any combination of experience and training which demonstrates the knowledge and experience to perform the work.

#### **ESSENTIAL KNOWLEDGE AND ABILITIES:**

1. Working knowledge of equipment, materials and supplies used in and around buildings, including mower, edger, blower, spray gun and ladders.
2. Working knowledge of equipment and supplies used to do minor repairs.

3. Some knowledge of first aid and applicable safety precautions.
4. Ability to work independently and to complete daily activities according to work schedule.
5. Ability to lift heavy objects, walk and stand for long periods of time.
6. Ability to communicate orally and in writing.
7. Ability to use equipment and tools properly and safely.
8. Ability to understand and follow written and oral instructions.
9. Ability to establish and maintain cooperative working relationships with supervisors, coworkers, vendors, and the public.
10. Ability to work a (40) hour workweek. This schedule will be flexible to accommodate the tasks assigned.

NON-DISCRIMINATION:

All positions in the City of Sycamore will be filled according to the Equal Rights Act with no discrimination shown on the basis of race, religion, color, sex, age, national origin, or disability.