

## LABORER, PUBLIC WORKS DEPARTMENT

### CITY OF SYCAMORE, ILLINOIS

The City of Sycamore, population 17,519, located about 60 miles west of Chicago, seeks qualified laborers to join our Public Works Department.

The position of Laborer is assigned to the Public Works Department and reports directly to the Assistant Director of Public Works and the Foreman. This is a full-time position that requires the performance of skilled, semi-skilled, and general manual labor on the street, sewer lines, street signs, buildings, forestry control, other street-related maintenance work, as well as other related duties as assigned.

Candidates should possess well-developed interpersonal communication skills and be a person of utmost integrity. This is a non-exempt, full-time position that requires a normal 40-hour workweek with periodic overtime, including weekend, weeknight, and holiday hours. This position is represented by AFSCME Local 3957 and governed by City Code, City policies, and the Employee Handbook. The starting annual salary is **\$57,718.73**. The City of Sycamore offers a generous benefit package. Must meet the 20-mile residency requirement within one year of appointment.

Submit applications to City of Sycamore, c/o Acting City Manager Maggie Peck, at 308 West State Street, Sycamore Illinois 60178. The complete application packet is available on the City's website at [www.cityofsycamore.com](http://www.cityofsycamore.com). Applications will be accepted on an ongoing basis until the position is filled. For questions or inquiries please call 815-895-6746.

City of Sycamore is committed to equal employment opportunity and employs all qualified persons without regard to race, color, religion, national origin, sex, age, handicap, or any other classification protected by the federal, state or local laws.



## Community Overview

The City of Sycamore is the county seat of DeKalb County and is located in north central Illinois, approximately 60 miles west of the City of Chicago and 30 miles southeast of the City of Rockford. The City encompasses an area of 9.74 square miles and is served by Illinois Routes 23 and 64 which provide easy access to Interstates 88, 39, and 90. Other state highways in close proximity include Illinois Routes 38 and 72.

Sycamore has its origins in a claim established on the north bank of the East Branch of the Kishwaukee River, then called the Sycamore River, in 1835. The present location was surveyed as a village plat in 1836 and a county seat controversy was settled in Sycamore's favor in 1839.

In 1858, Sycamore was incorporated as a village and in 1869 the community was organized as a city. By the early 1880's Sycamore had developed a substantial industrial base including the Marsh Harvester Manufacturing Company, the Reuben Ellwood Manufacturing Company and the Sycamore Preserve Works. Though not extensive, this manufacturing presence helped push the City's population to 3,300 in 1900.

The 2010 census placed the Sycamore population at 17,519.

The community's geographic area has become considerably more diverse in its economic profile in recent decades, owing in no small part to the influence of Northern Illinois University. The geographic, political, and social center of Sycamore in 2014 remains the courthouse, downtown central business district, and nearby historic homes. In no small way, the historic architecture and walkable business district convey a gracious charm that fits the popular image of the ideal small town.

## Municipal Organization

The City of Sycamore is a Council-Manager form of government. This form of government was passed by referendum in 2003. Alderpersons are elected, two in each of the four wards, and the aldermanic elections are held every two years, at which time half of the City Council is elected. The Mayor is elected at large every four years. The City Manager is appointed by the City Council, and the City Manager appoints all other employees. Elected officials determine policy, while professional, appointed officials implement policy. Departments include: Administration, Community Development, City Clerk, Fire, Police and Public Works.



## **EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Operate heavy equipment involved in street, curb, and sidewalk repair and maintenance projects, including: backhoe, end loader, road grader, snow plows, roadside mowers, wood chippers, rollers, paving drag box, and similar heavy equipment.
- Operate dump trucks in loading and unloading materials, hauling asphalt, gravel, sand, stone, and other materials; hauling debris; and carrying tools, equipment, and supplies.
- Operate motor vehicles and light equipment necessary to perform repairs and maintenance of City streets, curbs, sidewalks, and buildings, including: hand tools, power equipment, chain saws, steamers, welders, cutting torch, air compressor, air hammer, and pressure washer.
- Perform various semi-skilled tasks essential to Public Works operations, including the repair of sanitary sewer lines and manholes; repair and maintenance of storm sewer lines, catch basins, and other drainage structures; mowing; digging; pruning, cutting and chipping shrubs and trees; minor repair and maintenance of traffic signals and street signs; and minor electrical and carpentry repairs.
- Plowing and hauling snow and spreading salt and sand.
- Special projects as assigned.
- Assist with the duties associated with the Public Works Street, Treatment Plant and Water Divisions.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Thorough knowledge of the methods, tools, and equipment used in the maintenance and operation of Public Works facilities.
- Thorough knowledge of the work hazards, safety practices, and traffic laws related to the operation of heavy equipment used in the maintenance and operation of Public Works facilities.
- Skill in the operation and maintenance of the equipment and tools used in the maintenance and operations of Public Works facilities, including the ability to operate a backhoe, loader, grader, snow plow, sander, dump truck, roadside mower, wood chipper, roller, and other similar heavy equipment.
- Good written and oral skills.
- Ability to use simple hand and power tools.
- Ability to perform simple and routine manual labor.
- Ability to perform frequent strenuous physical effort under adverse weather conditions.
- Ability to read and follow State and local laws, rules, regulations, policies, and procedures.
- Ability to establish and maintain effective working relationships with supervisors, coworkers, contractors, and the public.

- Ability to understand and follow oral and written instructions.
- Willingness to learn and expand abilities.
- Ability to work independently and as a team.
- Ability to work a forty-hour workweek with periodic overtime, including weekend, weeknight and holiday hours.
- Ability to be available in emergency situations.
- 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.

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education:**

- High School graduation or equivalent is required.

### **Experience:**

- Experience in three or more of the following Public Works areas required: street maintenance, signs and markings, snow removal, sewer maintenance, equipment maintenance, building and grounds, and computer operations.

### **Certification And Licenses Required:**

- Possession of a valid CDL Class B State of Illinois Vehicle Operator's License within 30 days of hire.
- National Incident Management System (NIMS) Training in the following courses within three months of hire: ICS-100 and ICS-700.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS**

The physical demands and work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

For communicating with others, talking is required; for taking instruction from others, sight is required. Required to use hands to finger, handle, and feel objects, tools, or controls; required to reach with hands and arms. Strenuous physical effort demanded in heavy lifting and carrying (up to 80 pounds) and in performing work, sometimes under hazardous road conditions, in varying weather conditions with exposure to excessive noise, noxious fumes and gases, toxins, paints, caustic chemicals, fuels, lubricants, solvents, and other fluids, as well as dirt, dust, grease, and other disagreeable materials. Physical demands include traversing rough terrain; climbing in and out of heavy equipment; exposure to heat and cold; exposure to poisonous plants, insects, and bees.