

**VILLAGE OF HIGHLAND HILLS  
JOB POSTING**

**June 23, 2023**

**POSITION TITLE: LABORER I**

**SALARY: \$10.10 - \$15.00**

**DEPARTMENT: PUBLIC WORKS**

**FT/PT Status: FT/PT**

**REPORTS TO: PUBLIC WORKS DIR.**

**JOB SUMMARY:**

Under general supervision, performs a variety of routine manual tasks in maintaining and cleaning equipment; performs work related to street maintenance, storm damage, and other public works tasks listed as well as routine manual tasks in maintaining the cleanliness, sanitary conditions, and appearance of the Village.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Skilled in operating tools and equipment, material methods, and procedures used in maintenance, construction, and repair activities. Knowledge of safe working practices including job-site protection. Ability to use general laboring tools such as shovels, rakes, picks, brooms, tampers, power rollers, air hammers, and hand tools. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include walking, standing, bending, or sitting for extended periods of time while operating assigned equipment and vehicles. Good organizational and communication skills. Ability to work well with others, as well as independently to complete daily activities according to work schedule. Knowledge of safe working practices. Ability to adapt to changing schedules or routines. Maintain employee morale.

**QUALIFICATION, TRAINING, AND EXPERIENCE:**

- High school diploma or general education degree (GED); or one-year related experience and/or training; or equivalent combination of education and experience.
- Must have a valid driver license.
- Must have good oral, written and interpersonal communication skills.
- One year of experience in general construction or street maintenance work.
- Experience operating riding mower equipment.
- Must maintain a professional appearance and courteous manner with residents, visitors, contractors, and fellow employees.
- Must be well organized, detail oriented and have the ability to maintain confidentiality.

**Posting dates: Open until filled.**

***The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.***