

HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
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**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 21-18
POSTED: 03/05/2018, 8:00 a.m.
EXPIRATION: 03/23/2018, 4:30 p.m.
TITLE: GENERAL LABORER (Position #7022)
SALARY: \$10.96 to \$15.47 per hour/NO BENEFITS (approx. 30-35 hrs week)
DEPARTMENT: PUBLIC WORKS
DIVISION: JOLIET UNION STATION

TASKS OR DUTIES: (Illustrative)

Performs routine maintenance of property surrounding building, including upkeep of landscaping, snow removal, cleaning of debris, etc;
Replaces light bulbs as necessary;
Performs maintenance of bathroom fixtures;
Performs routine daily and sometimes hourly maintenance of bathrooms;
Performs daily sweeping and wet mopping of all interior common areas of the Station;
Evaluates and cleans if necessary exterior walkways around building including steps, pedestrian viaduct and pedestrian tunnel; which may require use of power washer.
Evaluates bathroom cleanliness and maintains ample supplies;
Checks elevator for operation and cleanliness;
Prepares and paints interior and exterior of building;
Collects and disposes of trash and cleans containers, when needed;
Replaces filters on heating units and checks for proper operation;
Performs other related duties as required.

POSITION REQUIREMENTS:

Education and Experience:

Completion of a high school education or GED equivalent;
Experience in custodial maintenance;
Valid Illinois Driver's License

Knowledge, Skills and Abilities:

Skill in the use and care of tools and equipment typically used for general maintenance work;
Ability to work while bending, stooping, lifting, standing or climbing ladders;
Ability to comprehend and carry out oral and written instructions and exercise good judgment;

Ability to make routine decisions in accordance with safety regulations and established policies;

Ability to establish and maintain effective working relationships with City employees and the public;

Ability to establish and maintain effective and productive working relationships with all vendors in Union Station;

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

* A complete job description is available in the Human Resources Division

EQUAL EMPLOYMENT/REASONABLE ACCOMMODATION EMPLOYER