

Village of Alsip

FULL TIME SUMMER HELPERS WANTED (2023)

Job Title: Summer Helpers (Monday-Friday/Day Shift/40 Hours per week.

Department(s): Finance, Building, Water or Public Works

Pay: 15.00/hour (Monday-Friday/Day Shift/40 Hours per week.

Applicants must be a minimum of 18 years old

BASIC POSITION FUNCTION: The Summer Helper will be assigned to a either the village's Finance, Building, Water, Clerk or Public Works departments. This position will assist village operators in completing various tasks to include inspection, maintenance and service to municipal infrastructures and services to the public.

DUTIES AND RESPONSIBILITIES (Building, Water & Public Works)

- Perform general maintenance duties for Village owned properties.
- Perform data entry or scanning tasks.
- Assist department operators in completing daily assignments.
- Some tasks may require use of powered & non-powered hand tools.
- Clean and maintain village hall facilities and grounds.
- May perform other duties of similar complexity in any department as assigned.

DUTIES AND RESPONSIBILITIES (Finance)

- Provide general accounting support.
- Complete various projects as assigned.

POSITION REQUIREMENTS (Building, Water & Public Works)

- Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools and/or materials used.
- Requires the ability to perform extensive manual labor under unfavorable weather conditions for extended periods.
- Requires the ability to apply principles and systems. Ability to interpret instructions in written, oral, diagrammatic or schedule form.
- Ability to read, write, understand and communicate in English (All Positions)

POSITION REQUIREMENTS (Finance)

- Must have a very high sense of rigor to prevent any form of mistake that may occur in the process of documenting financial information.
- Must be a team player and motivated to learn with a strong desire to take on a new challenge.
- Must have effective written and verbal communication skills to build strong interpersonal relationships.
- Have strong organization and time management skills with the ability to work without distraction.

DESIRED EXPERIENCE OR TRAINING:

- 0-3 years municipality experience

PHYSICAL DEMANDS:

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

Walks, sits, stands, bends, lifts, climbs ladders and/or stairs. Moves continually during working hours. Is subject to lifting over 40 pounds without assistance. Use hands/fingers to grasp, handle or feel objects, tools, or controls, and reach with hands and arms.

If interested please complete application on the Village of Alsip's website.

Offers of employment are contingent on background check, physical and drug screen

[Human Resources \(Employment App\) \(villageofalsip.org\)](http://villageofalsip.org)