



## CITY OF JOLIET POSITION DESCRIPTION

**TITLE:** Summer Laborer - Field

**DEP/DIV:** Public Works / Roadways

**REPORTS TO:** Deputy Director of Operations – Public Works

**EMPLOYEE STATUS:** Seasonal (May - August)

**SALARY/GRADE:** \$18/hr. Not eligible for benefits  
600 hours maximum/year

**JOB CODE:**

**ESTABLISHED:** 03/26/2026

**FLSA STATUS:** Non-Exempt

**LOCATION:** Field

### **GENERAL PURPOSE**

The Public Works department, Roadways division, is seeking a Summer Laborer to assist with outdoor labor activities such as street patching, plowing, street sweeping in roadways, mowing, weed whacking, painting, scraping, and cleaning duties. Must be dependable and demonstrate a solid work ethic and willing to engage in general maintenance work and outdoor labor activities as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities included, but are not limited to, the following:

- Assist with patching potholes
- Cleaning and repairing of catch basins and sewers
- Cutting weeds, grass and small bushes
- Picking up litter and debris
- Painting and scraping equipment
- Other general maintenance responsibilities as assigned

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

- Ability to perform moderate to heavy manual labor.
- Ability to work independently and as part of a team.
- Ability to follow simple oral instructions.
- Ability to use tree maintenance tools.
- Ability to work in various weather conditions.

### **QUALIFICATIONS**

- Available to work Monday through Friday, 7am-3:30pm.
- Physical demands required for labor intensive activities.
- Must be at least 18 years of age.

### **SPECIAL REQUIREMENTS**

Must have a valid Illinois driver's license.



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### **TOOLS AND EQUIPMENT USED**

Generators, pumps, gauges, common hand and power tools, shovels, wrenches, calculator, and a variety of mechanical equipment and any other tools of the trade that may come into common use or be necessary to perform needed tasks.

### **PHYSICAL DEMANDS**

Manual dexterity and physical stamina sufficient to perform manual labor and other related duties as required. Ability to communicate orally.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment will be outdoors the majority of the time and is physically demanding.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

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requirements of the job change.