The Village of Matteson is seeking to hire a full-time Maintenance Worker for the Public Works Department. The responsibilities of the position are to perform a variety of maintenance work, and operate a variety of equipment in the construction, operation, repair, maintenance, and replacement of municipal water, sewer, streets, lighting, and storm drainage facilities and systems.

The desired candidate must have graduated from high school or GED equivalent and have two (2) years of experience relating to construction, maintenance or repair. Qualified candidates may also possess any equivalent combination of education and experience. Qualified applicants must also have a valid State Drivers License and a Class “A” CDL Certification with Tanker endorsement or the ability to obtain one within 6 months of starting employment.

The Maintenance Worker is a full-time position with hours of operation from 7:00am – 3:30pm. Successful applicants will be required to undergo a background check, drug screening and physical at the expense of the Village.

To apply to this posting, complete the Employment Application beginning on the next page. The completed application along with resume and cover letter should be submitted no later than November 30, 2020.
COMPLETING JOB APPLICATION FORM

1. In order to be considered for any open position, an Application for Employment form must be completed. A resume and cover letter can be included as supplemental information.
   - You must complete all pages of the application.
   - You must complete a separate application form each time you apply for a position.
   - You must sign your application form and date it. Your signature cannot be made electronically by computer unless you have a digital signature certificate (Adobe Reader, etc.).

2. All application forms and resumes are required to be received in our office no later than 4:00 p.m. on the official closing date for the position unless otherwise specified. Some positions will remain open until the position is filled.
   - You may mail these documents to our office or deliver them in person to Village of Matteson, Human Resources Department, 4900 Village Commons, Matteson, IL 60443.
   - You may also submit your application and supporting documents via e-mail to jlperry@villageofmatteson.org (the application and documents must be saved to a file and attached before sending).

3. All employment offers are contingent upon the applicant passing a pre-employment physical and drug test. As specified in the job description:
   - Applicants selected for certain positions will be subject to a criminal, credit and driving background check.
   - Applicants selected for certain positions will have a residency requirement.

4. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required from those applicants who are hired.

5. Reasonable accommodations shall be made during the employment process for qualified applicants with disabilities. When the Village is made aware of the need for such accommodations, you may be required to provide written verification from a doctor, rehabilitation counselor or other authorized person confirming your disability and indicating a reasonable accommodation.

If you have questions about the position you are applying for, or about the application or selection process, please contact our office directly at (708) 283-4949.

Thank you for your interest in employment opportunities with the Village of Matteson.

Revised: 3/12/2020
# Application For Employment

In accordance with applicable laws, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, or the presence of a non-job-related medical condition or handicap.

<table>
<thead>
<tr>
<th>NAME</th>
<th>__________________________________________</th>
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<tbody>
<tr>
<td>Last</td>
<td>First</td>
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</table>

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>__________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>Street</td>
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<table>
<thead>
<tr>
<th>TELEPHONE</th>
<th>Daytime:</th>
<th>___________________</th>
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<tbody>
<tr>
<td></td>
<td>Area</td>
<td>___________________</td>
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</table>

<table>
<thead>
<tr>
<th>TELEPHONE</th>
<th>Evening:</th>
<th>___________________</th>
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<tbody>
<tr>
<td></td>
<td>Area</td>
<td>___________________</td>
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</table>

| E-MAIL: | __________________________________________ |

## APPLICANT ACKNOWLEDGEMENT

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment form will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with the Village of Matteson.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the Village to terminate my employment at any time at the option of the Village.

I also understand that, if hired, I am required to abide by all rules and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

<table>
<thead>
<tr>
<th>Signature of Applicant</th>
<th>Date</th>
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AN EQUAL OPPORTUNITY EMPLOYER

Revised: 3/12/2020
Position applied for? ________________________________

Have you filed an application here before?  
❑ YES  ❑ NO
If YES, give date. ______________

Have you ever been employed here before?  
❑ YES  ❑ NO
If YES, give date. ______________

Are you employed now?  
❑ YES  ❑ NO

May we contact your present employer?  
❑ YES  ❑ NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  (Proof of citizenship or Immigration status will be required upon Employment.)  
❑ YES  ❑ NO

On what date would you be available for work? ________________________________

Are you available to work  
❑ Full-Time  ❑ Part-Time  ❑ Shift Work  ❑ Temporary

Can you travel if a job requires it?  
❑ YES  ❑ NO

Veteran of the U.S. Military Service?  
❑ YES  ❑ NO
If YES, Branch ______________________________

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? If not, please explain. ________________________________

________________________________________

Indicate what foreign languages you speak, read and/or write. (When related to the position sought.)

<table>
<thead>
<tr>
<th></th>
<th>Fluently</th>
<th>Good</th>
<th>Fair</th>
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</thead>
<tbody>
<tr>
<td>Speak</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Read</td>
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<tr>
<td>Write</td>
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</tbody>
</table>
## Employment Experience

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates Employed</th>
<th>Work Performed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>From</td>
<td>To</td>
</tr>
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</table>

### 1. Employer

<table>
<thead>
<tr>
<th>Address</th>
<th>Job Title</th>
<th>Hourly Rate/Salary</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Starting</td>
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</table>

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Reason for Leaving</th>
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### 2. Employer

<table>
<thead>
<tr>
<th>Address</th>
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<td>Starting</td>
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</table>

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Reason for Leaving</th>
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### 3. Employer

<table>
<thead>
<tr>
<th>Address</th>
<th>Job Title</th>
<th>Hourly Rate/Salary</th>
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<tbody>
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<td></td>
<td></td>
<td>Starting</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Reason for Leaving</th>
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### 4. Employer

<table>
<thead>
<tr>
<th>Address</th>
<th>Job Title</th>
<th>Hourly Rate/Salary</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Starting</td>
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</table>

<table>
<thead>
<tr>
<th>Supervisor</th>
<th>Reason for Leaving</th>
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</thead>
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</table>

If you need additional space, please continue on a separate sheet of paper.
## Education

<table>
<thead>
<tr>
<th>School Name</th>
<th>Education</th>
<th>High</th>
<th>College/University</th>
<th>Graduate/Professional</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

### Years Completed (Circle)
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 1
- 2
- 3
- 4
- 1
- 2
- 3
- 4

### Diploma/Degree

<table>
<thead>
<tr>
<th>Describe Course of Study</th>
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<table>
<thead>
<tr>
<th>Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities</th>
</tr>
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</table>

**Honors Received:**

If you have ever belonged to a professional trade, business, or civic activity or held an office in such a club or organization and you believe that your experience would be relevant to the job for which you have applied, you may describe it here. *(Where the name of the organization or club indicates your race, sex, color, religion, national origin or ancestry, please do not write down its name; instead, please describe your position in the organization.)*

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**Special Skills and Qualifications** – Summarize special skills and qualifications acquired from employment or other experience that you feel may be helpful to us in considering your application.

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Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government recordkeeping, reporting and other legal requirements, we request that you fill out this Applicant Data Record. An applicant’s provision of this information is voluntary and is not required in order to be considered for employment at the Village of Matteson. We appreciate your cooperation.

This data is for period government reporting and will be kept in a Confidential File separate from the Application for Employment.

PLEASE PRINT

Date __________________________________________

Position(s) Applied For ________________________________________________________________

Referral Source:

☐ Advertisement       List Which Newspaper or Website: ________________________________

☐ Personal Contact    ☐ Walk-In       ☐ Employment Agency

☐ Other _______________________________

Name __________________________________________   Phone __________________________

Last   First   Middle   (Area Code) Number

Address __________________________________________

Number      Street       City   State   Zip Code

Affirmative Action Survey

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

Check One:  ☐ Male       ☐ Female

Check One Race/Ethnic Group:  ☐ White       ☐ Black       ☐ Hispanic

☐ American Indian/Alaskan Native       ☐ Asian/Pacific Islander       ☐ Other _________

Check if any of the following are applicable:

☐ Vietnam Era Veteran       ☐ Disabled Veteran       ☐ Handicapped Individual
GENERAL PURPOSE
Performs a variety of maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of municipal water, sewer, streets, lighting, and storm drainage facilities and systems.

SUPERVISION RECEIVED:
Works under the close supervision of a Crew Leader

SUPERVISION EXERCISED
None.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Inspects and/or repairs chlorine equipment, pumping stations, reservoir, meters, streets, parkways, water distribution systems, sanitary and storm sewer lines, sidewalks, street lighting, traffic signs, and other public properties at frequent intervals to ensure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.

Familiar with J.U.L.I.E. procedures and to determine the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation. Ability to use locating equipment and to read engineering plans to mark village owned utilities.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Operates construction and power equipment, such as but not limited to, backhoe/loader, excavator, skid steer, pay loaders, aerial equipment, sewer vactor/jetter, snow removal equipment, chipper/shredder, stump grinder, chainsaws and concrete/asphalt saws.

Performs all duties in conformance to appropriate safety and security standards.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, concrete work, asphalt projects, manhole and storm sanitary line cleaning, service lines, chlorinates, main and infrastructure repair, installation and backfilling, and sewer and water main system repairs.

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.
ESSENTIAL DUTIES AND RESPONSIBILITIES cont.
Services water supply, sewer lift and other pumps.

Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

PERIPHERAL DUTIES
May assist employees of other divisions in various tasks of the Department.

MINIMUM QUALIFICATIONS
Education and Experience:

(A) Graduation from high school education or GED equivalent; and

(B) Two (2) years of experience relating to construction, maintenance, or repair, or

(C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

(A) Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities

(B) Skill in operation of some of the listed tools and equipment; and

(C) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions.

(D) Good customer service skills dealing with the public.

SPECIAL REQUIREMENTS
Valid State Driver's license and a Class "A" CDL certification with Tanker endorsement, or ability to obtain one within 6 months of employment.

A State of Illinois Class C Water Operators License, or ability to obtain one within 18 months of employment.

TOOLS AND EQUIPMENT USED
Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

Must be available and respond to callout duty and overtime work for snow control, water main breaks, flooding, sewer system breaks and other similar emergency conditions.
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 job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

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.