

Village of Capron

250 W Main St – Capron, IL 61012 – Phone: (815) 569-2351

MAINTENANCE TECHNICIAN

POSTED: 02/17/2020

EXPIRATION: Until Filled, The Village of Capron is looking to fill this position as soon as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from high school or GED equivalent.

Necessary knowledge, skills, and abilities:

Ability to perform moderate to heavy manual labor.

Ability to follow simple oral instructions.

Must be at least 18 years of age.

Ability and willingness to perform labor intensive activities;

Ability to use tree maintenance tools;

Ability to work in various weather conditions.

Ability to communicate orally.

Manual dexterity and physical stamina sufficient to perform moderate to heavy manual labor.

Performs other related duties as required.

SPECIAL REQUIREMENTS

Valid State of Illinois driver's license.

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

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.

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 is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually moderate.

Job Description & Requirements may be updated as necessary, check in with the Village Hall for the latest information.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER

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We welcome you as an applicant for employment with the Village of Capron. It is our policy and intent to provide equal opportunity in employment to all persons. All information contained in or connected with this application will be considered personal and confidential and used only in conjunction with possible employment with the Village of Capron.

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

_____ *City State ZIP Code*

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Do you have a valid Driver's License? YES NO Do you have a CDL? YES NO CDL Class if yes: _____
Is the license current? YES NO State / Expiration Date _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

If hired, can you provide the necessary documents to verify your lawful right to work in the United States? YES NO

Are you at least 18 years of age? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

If you are not a high school graduate, have you passed the GED test? YES NO

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College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other Relevant Information. (List any training or certificates relating to this position.)

References

Please list three references who are familiar with your work history and or related applicable experience. These can be employers, customers, co-workers, etc.... They should not be relatives.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

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Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in the application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered.

I authorize the investigation of all statements and information contained in this application. I release the Village of Capron from any and all liability that might result from conducting a background investigation.

If hired and in consideration of employment, I agree to abide by all applicable Village of Capron ordinances, rules and regulations. I understand and agree that, if hired, my employment is for no definite period of time and regardless of the date for payment of wage or salary, I may be terminated at any time, with or without cause or prior notice.

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I acknowledge that I have read the above statements and hereby grant permission to verify the information supplied on this application for employment and employment-related documents I have provided.

Signature: _____ Date: _____