

Job Title:	Temporary Worker-Public Building Operations (9015)
Closing Date:	When filled
Salary:	\$18.00 per hour
Job Type:	Temporary Worker
Location:	DPW - 180 Fort Hill Drive, Naperville, Illinois
Department:	Department of Public Works - Public Works Service Center
Job Description:	
The City of Naperville's Department of Public Works is seeking a part-time Temporary Employee to support the Public Building Operations (PBO) section. This position will perform basic cleanup, restoration, and general maintenance tasks at various City buildings and facilities. Work will take place both indoors and outdoors and may involve working in varying weather conditions. This position offers an opportunity to gain hands-on experience supporting the maintenance and upkeep of City facilities while working alongside Public Works staff. HOURS: 10-12 hours per week, Monday-Friday 7:00 AM - 3:30 PM – hours are flexible	
Responsibilities include:	
• Assist Public Building Operations staff with basic cleanup, restoration, and general maintenance tasks at City buildings and facilities. • Perform light cleaning, debris removal, painting, touch-up work, and other basic restoration activities as assigned. • Assist with moving, transporting, and organizing materials, supplies, and equipment. • Help prepare work areas and clean up after maintenance or restoration activities. • Assist staff with general building and facility upkeep. • Follow safety procedures and use tools, equipment, and materials appropriately. • Perform other related duties as assigned.	
Qualifications:	
• Ability to work in an outdoor environment. • Be at least 18 years of age. • Have a valid State of Illinois Class D Driver's License. Applicants should possess a driving history with <u>no moving violations</u> for at least the last twelve (12) months. • <u>Please note: children, stepchildren, or grandchildren of City employees or City Council members are not eligible to apply.</u> • Any offer of employment will be contingent upon a pre-employment / post-offer drug screen.	
Additional Information:	
The City of Naperville, Illinois is a dynamic community of 153,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a dynamic & collaborative working environment, a forward-looking leadership team, and a competitive benefits package. APPLY ON-LINE AT: http://www.naperville.il.us/careers/ Applications should be completed thoroughly, and resumes will not be accepted in lieu of an application but should be attached to the application. Include all requested education, experience, attachments, and other information when applying. Incomplete applications are subject to rejection. Notifications to applicants will be sent electronically to the email address provided in the application. THE CITY OF NAPERVILLE IS AN E. O. E. CLICK HERE for the City of Naperville's EEOP Utilization Report The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.	