



# Village of Kirkland

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511 W. Main St. · P.O. Box 550  
Kirkland, Illinois 60146  
Phone: (815) 522-6179

## **Village of Kirkland Public Works Employee (Full-Time)**

The Village of Kirkland is seeking qualified candidates for a full-time position within Public Works. The Village is seeking qualified candidates that possess an open, team-oriented style, with a strong focus on excellent customer service. The selected candidate tasks will include, but not limited to:

- Overall maintenance, operation, repair, and construction of the Village's infrastructure
- Maintains and repairs various Village infrastructure, including roadways, curbs, sidewalks, water mains, sanitary and storm sewers, facilities, and other Village infrastructure
- Miscellaneous landscaping including, but not limited to, tree trimming, dirt work, and typical property maintenance
- Operates a variety of light and heavy equipment such as backhoes, utility vehicles, vacuum truck, mowers, and snow removal equipment
- Performs preventative maintenance on all vehicles, tractors and power tools
- Participates with the Village's Snow Removal Operations
- Responds to emergency call-outs for Public Works related responses; Must be available 24-hours per day / 7-days per week basis

Qualified applicants should possess at a minimum:

- High school diploma or equivalent
- Public Works / Public Maintenance experience recommended but not required
- Knowledge of and ability to perform general maintenance on streets, sewers, water main, forestry, fleet and related areas
- Communication skills
- Valid Illinois Driver's License
- Willingness to obtain Water and Sewer License and Insecticide/Pesticide Certification

The Village offers a competitive salary range dependent upon qualifications of the selected candidate, along with a comprehensive benefits package. Interested individuals must submit the Public Works Employee Application (below) and a copy of their resume. All applications are due by Friday, May 19<sup>th</sup>, 2023. Employee start date will be the first week of June 2023.

**Village of Kirkland Application for Employment**

**511 W. Main Street Kirkland, Illinois 60146**

**General Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**Employment Information**

Are you employed now?  Yes  No When would you be available for work? \_\_\_\_\_

**Employment History**

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ End Date: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ End Date: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Start Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ End Date: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

***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.***

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*