



VILLAGE OF GLENCOE JOB DESCRIPTION

www.villageofglencoe.org/staffportal

Job Title: Public Works Trainee (Temporary)

Salary Grade: Hourly (per pay plan)

FLSA Status: Non-Exempt (Eligible for Overtime)

Date Reviewed and Approved: February 2026

Section 1: Job Scope

Job Purpose

The Public Works Trainee supports Public Works maintenance operations by assisting full-time staff with infrastructure maintenance, forestry and groundskeeping, responding to storms and after-hours emergencies as needed. The Public Works Trainee performs/learns skills needed to maintain streets, sidewalks, water and sewer systems, forestry and grounds, and receive specialized technical and safety training in these areas. The Public Works Trainee is a temporary position, typically authorized for a trial period of six months; the Public Works Trainee may be engaged for additional temporary assignments beyond six months with successful performance.

Supervision

Reports to: Public Works Supervisor

Supervision Responsibilities: None

Essential Functions

- Supports seasonal forestry and groundskeeping by assisting with clearing tree removal debris and operating wood chipper; completing grounds maintenance work using shovels, rakes, brooms, leaf blowers, hedge trimmers and string trimmers
- Works on seasonal parkway leaf collection program by removing leaves using rakes and the leaf vacuum
- Assists street and sidewalk maintenance crews with traffic control/flagger duties; may be assigned to operate plate compactor
- Participates in snow and ice control during business hours and after hours snow events by shoveling snow from downtown sidewalks, using a snowblower on downtown sidewalks and applying de-icing material by hand or using a mechanical spreader; may be assigned to operate a skid steer or plow in a light duty vehicle
- Assists water distribution and sewer crew operating a sewer jet or vacuum
- Completes technical and safety training intended to increase proficiency with infrastructure maintenance tasks
- Provides exceptional internal and external customer service
- All other duties as assigned

Minimum Qualifications

- **Formal Education:** High school diploma or equivalent, or equivalent combination of education and experience
 - Field of study: General education
- **Related Work Experience:** Less than one year
- **Professional Certifications or Licences:** None
- **Driver's License Required:** Passenger vehicle license
- **Specialized Knowledge, Skills and Abilities:**

- Read, clearly speak and legibly write the English language
- Effective verbal and written communication skills
- Familiarity with using hand tools and power tools/equipment
- Ability to complete worksheets and reports
- Ability to relate with co-workers and the public with a professional demeanor and strive to provide excellence in customer service

Section 2: Working Conditions

Work Location and Shift Assignment

- **Primary Work Location:** Outdoors in all weather conditions
- **Secondary Work Location:** N/A
- **Normal Shift Assignment:** Monday-Friday daytime, plus occasional evening or weekend work assigned

Environmental Factors¹

Heat: Frequently	Humidity/wetness: Frequently
Cold: Frequently	Dim or bright lighting: Occasionally
Respiratory hazards: Rarely	Odors: Occasionally
Dust and particles: Occasionally	Other: Choose an item.
Noise and vibration: Occasionally	Other: Choose an item.

Health and Safety Demands¹

Demand	Examples
Mechanical hazards: Frequently	Machinery, power tools, heavy equipment, moving parts
Chemical hazards: Occasionally	Water treatment chemicals, herbicides
Electrical hazards: Rarely	Light Bulb Replacement
Fire hazards: Rarely	Fuel storage tanks, combustible materials
Explosives: Rarely	Fuel, chemicals
Toxic agents: Rarely	Chemicals, pesticides
Violence: Never	
Other: Choose an item.	
Other: Choose an item.	

Non-Physical Demands¹

Demand	Examples
Time pressure: Frequently	Completing assigned tasks
Emergency Situations: Occasionally	Weather events, storms, snow/ice operations
Frequent Change of Tasks: Occasionally	Responding to work orders, responding to changing operational conditions
Irregular or Changing Work Schedule: Occasionally	12-hour shifts during snow and ice/emergencies, after-hours call backs
Ability to Perform Multiple Tasks: Frequently	Work orders, customer service, multiple projects
Work Cooperatively in Team: Frequently	Collaborate with other supervisory staff and staff in other departments
Work Independently: Occasionally	Litter Collection
Manage Deadlines: Continuously	Work orders
Detail-Oriented Work: Frequently	Tracking time and materials in software
Noisy/Distracting Environment: Frequently	Field work
Other: Choose an item.	

¹ Frequency Description:

Continuous – More than 2/3 of time

Frequently – 1/3 to 2/3 of time

Occasionally – Up to 1/3 of time

Rarely – Up to one hour per week

Never – Not expected

Physical Demands

The following physical demands are required of the position, with or without a reasonable accommodation.

Demand	Examples
Standing: Frequently	At job site
Sitting: Occasionally	Operating vehicles and equipment
Walking: Frequently	Traversing job sites
Kneeling: Occasionally	At job sites
Crouching: Occasionally	At job sites
Crawling: Rarely	At job sites
Climbing: Rarely	At job sites
Bending/Twisting: Occasionally	Moving objects
Balancing: Rarely	Working on uneven surfaces
Lifting: Up to 100 pounds occasionally and up to 50 pounds frequently	Materials, supplies, tools
Carrying: Up to 100 pounds occasionally and up to 50 pounds frequently	Materials, supplies, tools
Pushing/pulling: Up to 100 pounds occasionally and up to 50 pounds frequently	Materials, supplies, tools
Reaching: Occasionally	Overhead at jobsite, storage areas
Handling Objects: Frequently	Hand tools, materials/parts
Fine Dexterity: Frequently	Computer / Tablet
Vision/Seeing: Continuously	Using computer, operating vehicle/equipment, evaluating job site
Hearing: Continuously	Communicating with employees and customers, at job sites
Talking: Continuously	Communicating with employees and customers
Using Foot Controls: Occasionally	Operating vehicles or equipment
Using Hand Controls: Occasionally	Operating vehicles or equipment
Other: Choose an item.	
Other: Choose an item.	

Print: _____

Sign: _____

Date: _____