



## **VILLAGE OF BURNHAM**

14450 S. Manistee Avenue

Burnham, Illinois 60633

Phone: 708-862-9150

Fax: 708-862-9155

**August 27, 2018**

### **Part Time Position Available**

#### **Water Works Engineer Assistant - \$15.20 per hour**

- Follow daily directives given by the Water Works Engineer
- Completion and maintenance of various reports
- Complete functions given by the Clerk's Office
- Answer pump house alarms as needed
- Maintain the Pump House
- Restore or disconnect water service as directed
- Assist with meter readings
- Assist with installation-service of water meter units
- Excavate B- Box for inspections or repairs
- Clean and clear curb drains
- Assist with maintenance and flushing of Fire Hydrants
- Various landscaping projects including picking up litter
- Snow removal from Municipal buildings
- Assist Public Works Department as needed
- Other duties may be assigned as needed

#### **Job Requirements – High School graduate or GED equivalent**

Current Valid Driver's License

Residence within five miles of the Village – preferred

Knowledge of MS Office products

Ability to work with other departments and residents

Able to work flexible hours; some Saturdays and Sundays