

# WE ARE

STREET DEPARTMENT LABORER

# CURRENTLY HIRING!

The Village of Roxana is looking for a skilled Full-Time Laborer to join our team and help provide outstanding service to our Community!



## BENEFITS

- Street Department Laborer base rate of pay is \$37.18/hr. \*See 4-year step rate on full job description
- Paid Vacation, Floating Holidays, Sick Leave
- Pension - IMRF
- 100 % Health Insurance coverage for employee and 90% dependent coverage
- Longevity Pay after 5 years
- Dental & Vision Plans
- Life Insurance

## REQUIREMENTS

- CDL within 6 months of hiring
- Residency requirement, within 15 miles from Village Hall
- Must be at least 18 years of age
- See the full job posting for all requirements

## APPLICATION DEADLINE

- Friday, April 3rd, 2026, at 4:30 p.m.
- Applications must be dropped off in person. Monday-Friday between the hours of 8:00 a.m. and 4:30 p.m.

Contact Us: Monday-Friday 8:00 a.m. - 4:30 p.m.

☎ 618-254-0345

📍 310 N. Central Avenue, Roxana, IL 62084

✉ roxanastreet@roxana-il.org

## **Applicant's Instruction Letter**

Dear Applicant:

Thank you for your interest in working for the Village of Roxana. This information is provided to inform you of what will be required during the application process and to assist you with complying with all of the requirements.

The Village of Roxana intends to hire an individual in the Street Department. The job description is explained in this employment packet. There are specific requirements and obligations with this position that must be fulfilled and maintained as conditions of employment with the Village of Roxana. It is important for each applicant to understand the requirements and obligations of the position.

Ensure that your application is complete and returned to the Village Clerk's Office no later than April 3, 2026, by 4:00 p.m. No applications will be accepted after that time.

### **INFORMATION RELATED TO THE POSITION**

The starting salary will be \$31.60/hour for the probationary period of one year after date of hire.

Employees will participate in the Illinois Municipal Retirement Fund.

Vacation will accrue at a rate of 1 hour for every 40 hours worked up to a maximum of 2 weeks within the first year.

Health insurance will be provided at 100% for the employee and 90% for dependent coverage.

Working hours are 7:00 a.m. to 3:30 p.m., Monday through Friday, with employees subject to call for emergencies or to meet scheduled working conditions. Weekend shift rotations are required.

**VILLAGE OF ROXANA STREET DEPARTMENT APPLICATION AND  
EMPLOYMENT CRITERIA**

The Street Department position shall be filled based upon the criteria outlined below:

1. Application review
2. Background Investigation by the Village
3. Pass a pre-employment physical examination
4. Pass a pre-employment drug screening
5. Oral Interview by the Village

The testing and evaluations provided by the Village will be at no cost to the applicants.

If you are selected to move on for further employment consideration you will be advised of physical examination and drug screening dates.

**AGREEMENT TO ABIDE BY RULES AND POLICY**

I have received the application packet for the position of Street Department Employee Laborer. I understand that it is my responsibility to have the application returned to the Clerk's office no later than April 3, 2026 at 4:00 PM. Any applications received after that date and time will be rejected.

I understand if I am selected to participate in the employment process that the dates and times of the required testing will be provided, and they are mandatory and that failure to attend on time as scheduled will result in my disqualification.

I understand that it is my duty to complete all application materials entirely and truthfully. Failure to do so may result in my disqualification for consideration of employment and may result in my termination if discovered after my employment with the Village.

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

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

## Village of Roxana

### Job Description Street Department Laborer

#### Position Information

Department: Public Works - Street Department

Reports To: Street Superintendent

FLSA Status: Non-Exempt

Union Classification: Per Collective Bargaining Agreement

Effective Date: May 1, 2026

#### Position Summary

The Street Department Laborer performs skilled and semi-skilled manual and equipment operation work in the construction, maintenance, repair, and replacement of Village streets, alleys, sidewalks, stormwater systems, refuse collection systems, and related public infrastructure. This position requires the safe operation of vehicles and equipment, the performance of physically demanding labor in varying weather conditions, and the ability to respond to emergency situations outside normal working hours. Employees are expected to demonstrate professionalism, teamwork, reliability, and a strong commitment to public service. The Village Board may mandate potential changes in the basic job description at any point in time.

#### Compensation

Base Rate of Pay: \$37.18 per hour effective May 1, 2026.

New Hire Pay Progression:

- Year 1 - 85% of base rate (31.60 per hour)
- Year 2 - 90% of base rate
- Year 3 - 95% of base rate
- Year 4 - 100% of base rate

Progression is subject to job performance and compliance with the collective bargaining agreement. Overtime compensation is paid in accordance with the union contract and applicable law.

## Essential Duties and Responsibilities

### 1. Street and Infrastructure Maintenance

- Perform asphalt patching, crack sealing, and road surface repairs
- Perform concrete work including curbs, sidewalks, and slabs
- Grade, shape, and maintain gravel roads and alleys
- Install, repair, and maintain stormwater structures, drainage systems, and culverts
- Assist with wastewater collection system maintenance as assigned

### 2. Equipment Operation

- Operate dump trucks, plow trucks, loaders, skid steers, and related equipment
- Perform snow and ice removal operations
- Conduct pre-trip inspections and routine maintenance checks
- Report mechanical issues promptly

### 3. Refuse and Environmental Services

- Assist with refuse and compost collection as assigned
- Maintain cleanliness of public areas and rights-of-way

### 4. Emergency Response and Safety

- Respond to after-hours calls, weather emergencies, and public safety situations
- Follow all Village safety policies and OSHA guidelines
- Use appropriate personal protective equipment
- Maintain required certifications and licenses

## Working Conditions

- Primarily outdoor work in all weather conditions
- Exposure to traffic hazards, equipment noise, dust, and vibration
- Work in confined spaces and below-grade areas
- Climbing, bending, kneeling, and prolonged standing
- Frequent lifting up to 75 pounds
- Repetitive lifting and carrying of materials

### **Minimum Qualifications**

- Must be at least 18 years of age
- High School Diploma or GED required
- Valid Illinois Driver's License at time of application
- Ability to obtain and maintain a Commercial Driver's License within six months of hire
- Ability to pass pre-employment physical examination and drug screening
- Subject to random drug and alcohol testing
- Must be available for overtime and emergency call-outs
- Must comply with Village policies and residency requirements

### **Knowledge, Skills, and Abilities**

- Knowledge of basic construction and maintenance practices
- Ability to operate light and heavy equipment safely
- Ability to follow oral and written instructions
- Basic mechanical aptitude
- Ability to work effectively as part of a team
- Ability to interact respectfully and professionally with residents

### **Physical Requirements**

- Lift and carry up to 75 pounds
- Perform heavy manual labor for extended periods
- Operate equipment requiring hand-eye coordination
- Ability to work in confined spaces and at elevated heights

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.



List ALL previous addresses since age 17. (Include Military addresses):

Street	Apt.	City	Country	State	Date
--------	------	------	---------	-------	------

---

---

---

---

**EDUCATION:** (MINIMUM: High School Diploma or GED)

School	City/State/Zip
--------	----------------

High School \_\_\_\_\_

College \_\_\_\_\_

Tech \_\_\_\_\_

Other \_\_\_\_\_

Credit Hours

Or degrees attained: \_\_\_\_\_

**REFERENCES:** List 4 persons (none relatives) you have known at least 5 years who would be familiar with your qualifications and character.

Name
------

---

---

---

---

**EMPLOYERS:** List ALL previous employers beginning with current or most recent.  
(Account for ALL periods of unemployment)

---

Employer	Address	City	State/Zip	Phone #
----------	---------	------	-----------	---------

---

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

May we contact CURRENT employer for verification Yes [ ] No [ ]

---

Employer	Address	City	State/Zip	Phone #
----------	---------	------	-----------	---------

---

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

---

Employer	Address	City	State/Zip	Phone #
----------	---------	------	-----------	---------

---

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

---

Employer	Address	City	State/Zip	Phone #
----------	---------	------	-----------	---------

---

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

---

Employer \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

---

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

---

Employer \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

---

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

---

Employer \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_ Phone # \_\_\_\_\_

---

Position Held \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

APPLICANT AGREEMENT

AT WILL EMPLOYMENT

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that unless I am an elected official or have entered into a separate contract providing the contrary, if hired, my employment will be at-will in nature, unless governed by an applicable collective bargaining agreement, and may be terminated, with or without cause, at any time by either myself or my employer.

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information on this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge.

NOTIFICATION AND AUTHORIZATION TO REQUIRE A DRUG SCREEN AND MEDICAL EVALUATION

I understand that I may be required to undergo a pre-employment drug screen and medical exam by a designated health practitioner. I understand that I do not have to participate but that my refusal will result in termination of my employment or revocation of any offer of employment.

NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION

Once deemed qualified for a position and notified of an impending interview, I understand that I may be subject to a background check and hereby authorize the Village of Roxana to investigate my background, whether the records are of a public, private, criminal, internal or confidential nature, to determine any and all information of concern as to my record, whether same is of record or not, and I release employers and persons named in my application from all liability for any damages on account of furnishing said information.

Additionally, you are hereby authorized to make any investigation of my personal history, employment records, educational background, military record, motor vehicle record, and criminal record directly or through an investigative agency of your choice. I authorize the release of this information by the appropriate agencies to the investigating party. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required.

I understand that passing the background check is a condition of employment. A negative background check, including but not limited to felony convictions, may be grounds for dismissal, even if an offer has been made to me and I have been hired.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Notice to all applicants: Residents of the Village of Roxana may receive preferential consideration for employment if all other employment qualifications are equal.*

ALL ORIGINAL APPOINTMENTS SHALL BE ON A "PROBATIONARY BASIS" FOR A PERIOD OF UP TO ONE (1) YEAR OR ANY EXTENSION DULY REQUIRED BY THE VILLAGE BOARD