



Village of Carbon Cliff, Illinois
1001 Mansur Avenue
Carbon Cliff, Illinois 61239
(309) 792-8235
www.Carbon-Cliff.com

Maintenance Worker

The Village of Carbon Cliff is taking applications to fill the position of a full-time (40-hour) Maintenance Worker. The position will include overtime & on-call hours when necessary. Under minimal supervision from the Village Board and Director, employees will perform varied work including but not limited to maintenance of grounds, streets, sidewalks, drainage systems, sewer, water, and other projects relating to Public Works. The Maintenance Worker also operates trucks, plows, salt trucks, tractors, and various power & hand tools.

Must possess good working knowledge of hand tools & have experience with larger equipment necessary to perform the job duties (i.e., Backhoe and/or skid steer); good communication skills, the ability to handle stressful situations, the ability to exercise good judgment in ordinary situations and critical incidents.

The job requires a high school diploma, GED equivalent, or equivalent combination of training and experience, which provides the required knowledge, skills, and abilities.

Employee's benefit package includes Health, Dental, Vision, Vacation, Personal Time, Sick Time, and IMRF Tier 2 Pension (vested after 10 years of employment).

There is a 30-day probationary period for Health, Dental, and Vision benefits. There is a 90-day probationary period for Vacation, Personal Time, Sick Time, and IMRF benefits. Salary will be based upon skillset and work experience.

Applications can be picked up at the Village Hall, 1001 Mansur Avenue, and addressed to the attention of the Village Director or emailed to n.gottwalt@carboncliff.com.

Applications are also available on our website at www.Carbon-Cliff.com.

Applications will be taken through March 1, 2024.



Carbon Cliff Village Hall
1001 Mansur Avenue
Carbon Cliff, Illinois 61239
(309) 792-8235

Employment Application
An Equal Opportunity / Affirmative Action Employer

APPLICANT INFORMATION

Full Name: Last First M.I.

Address: Street Address Apartment / Unit / P.O. Box #

City State ZIP Code

Home Phone: Cell phone:

E-mail Address:

Date of Birth (Optional):

Emergency Contact: (Name & Phone #)

Citizenship: I certify that I am either:

- a U.S. Citizen
a non-citizen with permanent work authorization; or
a non-citizen with a renewable work authorization

If hired, you will be required to complete the Employment Eligibility Verification form (INS Form I-9) and present for review documentation evidencing employment authorization in the United States.

Have you ever been convicted of a felony? YES NO

If yes, explain:

Under Illinois law, job applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

POSITION DESIRED

Position Applying for

Desired Salary/Wages: \$ Date you can start:

Have you ever worked for the Village of Carbon Cliff? YES NO

If yes, when?

Have you ever applied to the Village of Carbon Cliff before? YES NO

If yes, when?

Are you employed now? YES NO May we question your current employer? YES NO

EMPLOYMENT HISTORY

Company: _____

Address: _____

Phone: ____ (____) _____ Supervisor: _____

Job Title / Responsibilities: _____

Reason for Leaving: _____

Company: _____

Address: _____

Phone: ____ (____) _____ Supervisor: _____

Job Title / Responsibilities: _____

Reason for Leaving: _____

Company: _____

Address: _____

Phone: ____ (____) _____ Supervisor: _____

Job Title / Responsibilities: _____

Reason for Leaving: _____

Company: _____

Address: _____

Phone: ____ (____) _____ Supervisor: _____

Job Title / Responsibilities: _____

Reason for Leaving: _____

EDUCATION

College: _____

Address: _____

Degree / Course: _____ Did you Graduate? YES NO

High School: _____

Address: _____

Degree / Course: _____ Did you Graduate? YES NO

Other: _____

Address: _____

Degree / Course: _____ Did you Graduate? YES NO

Other: _____

Address: _____

Degree / Course: _____ Did you Graduate? YES NO

MILITARY SERVICE

Branch of Military: _____

Years of Service: From _____ To _____

Rank at time of Discharge: _____ Type of Discharge: _____

If other than Honorable, explain: _____

REFERENCES

Please list three professional references, not related to you, which you have known for at least one year

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment / Unit / P.O. Box #*

_____ *City* *State* *ZIP Code*

Home Phone: ____ (____) _____ Cell phone: ____ (____) _____

Occupation: _____ Years you have known this individual: _____

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment / Unit / P.O. Box #*

_____ *City* *State* *ZIP Code*

Home Phone: ____ (____) _____ Cell phone: ____ (____) _____

Occupation: _____ Years you have known this individual: _____

Full Name: _____
Last *First* *M.I.*

Address: _____
Street Address *Apartment / Unit / P.O. Box #*

_____ *City* *State* *ZIP Code*

Home Phone: ____ (____) _____ Cell phone: ____ (____) _____

Occupation: _____ Years you have known this individual: _____

DISCLAIMER & SIGNATURE

I am aware that former employers (and my present employer, if I so indicate), and educational institutions may be contacted for verification and evaluation, and herewith authorize all parties contacted to provide any information requested. I am also aware that other background checks and investigations may be made. I understand that any position rendered me by the Village of Carbon Cliff will be contingent upon the information contained in this application, possibly supplemented by other verification and that any false statements or willful withholding of information in filling out this application will be cause for termination of consideration for employment or, if discovered after employment, may be cause for immediate discharge or other disciplinary action.

I hereby certify that the information on this application is true and accurate to the best of my knowledge and belief.

Written Signature _____ Date: _____

-- All applications must have original signature and date. --



Revised:
Thursday, December 30, 2021