

VILLAGE OF BURNHAM

Part-Time /Water Department-Water Department Assistant
Member of Teamster Local 700



March 4, 2026

The Village of Burnham is seeking a candidate for a Laborer position in the Water Department, who is dependable, able to work well with others, has a positive attitude and follows directions.

Location: Village of Burnham
Job Type: Part-Time Employee in the Water Department
Work Experience: 1- 2 years
Starting Salary: \$19.38 per hour-minimum 24 hours a week
Education Level: High School or equivalent

Qualifications and Duties:

- Must be 21 years or older with a valid Driver's License and a satisfactory driving record
- Required to pass a post-job offer drug test
- Knowledge of Microsoft 365 applications; Excel and Word a plus
- Follow Safety Practices and help to maintain the operating equipment
- Provide courteous and efficient services to Village employees, residents and the public
- Physical labor working outdoors in adverse weather conditions as needed
- Follow daily directives from the Mayor or the Village Clerk's Office
- Able to perform physical activities, some heavy lifting and working in confined spaces
- Able to work outside regular hours; responding to unexpected emergencies
- Assist with the maintenance and flushing of fire hydrants
- Assist with the maintenance of the Pumphouse grounds; snow removal & landscaping
- Restore and disconnect water service as directed
- Perform JULIE locates of the Water Department underground utilities
- Clean and clear curb drains as needed (after rainfalls)
- Collect meter reads and data, for Residential, Commercial and Pit Meters
- Collect water samples for quality testing
- Other duties may be assigned as needed
- Responsible for Village issued equipment; cell phone, tablet, keys, and laptop
- Preferably live in a radius of 5 miles from the Village of Burnham

How to Apply:

Submit resume by email: Humanresources@burnham-il.gov

Or mail to:
Village of Burnham
c/o Village Clerk
14450 S Manistee Ave
Burnham, IL 60633