



CITY OF HIGHLAND PARK  
invites applications for the position of:  
**Public Works Equipment Foreman**  
An Equal Opportunity Employer

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**SALARY:** Salary range \$29.55 to \$44.33 hourly  
Starting salary range +/- \$37.50 hourly based on qualifications  
**CLOSING DATE:** July 31, 2017 at 4:00 PM

**Description Of Primary Purpose:** Performs as a working supervisor of the maintenance and repair of City and Pace vehicles and equipment.

*The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Education:** High School Diploma or GED equivalent.

**Experience:** Two (2) years of progressive experience as a supervisor or foreman, managing personnel in an automotive fleet maintenance shop. Experience in the use of computers is required. Five (5) years of prior municipal (or similar) work experience preferred.

**Certification or License:** A valid State of Illinois Commercial Driver's License (CDL), Class A or B, or equivalent, required. Ability to meet and maintain DOT physical examination requirements preferred.

**Required Knowledge, Skills, and Proficiencies:** Knowledge of the occupational hazards involved in the safety and precautions necessary in performing equipment maintenance and repair work. Knowledge of principles and practices of electrical, pneumatic and mechanical systems for auto/truck and various equipment. Working skill in exercising good judgment, maintaining confidentiality, and making responsible decisions in accordance with established policies and procedures; prioritizing, organizing, and performing work independently; operating a personal computer with the software and programs necessary to perform the work of the department; planning and maintaining complex office and record keeping sequences and systems; communicating effectively orally and in writing; composing and preparing correspondence.

**Additional information and full description available at <http://www.cityhpil.com>**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityhpil.com>

Job #HP00010  
Public Works Equipment Foreman  
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OUR OFFICE IS LOCATED AT:  
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Highland Park, IL 60035  
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[jhoutz@cityhpil.com](mailto:jhoutz@cityhpil.com)  
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