



## PROVISO TOWNSHIP HANDYMAN PROGRAM

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The Township of Proviso is accepting applications for the part-time position of Handyman. The ideal candidate is expected to have good customer service skills, a good work ethic, interpersonal skills and work well with senior citizens.

The part-time handyman hired for this position will be required to perform minor repairs to Proviso Township homeowners that are seniors (age 60 or older) or individuals with disabilities. The Proviso Township Handyman Department performs approximately 1000 jobs every year. Responsibilities include but are not limited to; fixing minor plumbing problems, such as, repair, replace or install faucets, shower heads and wands, sink drain pipes and stoppers. Simple electrical repairs, minor miscellaneous jobs, such as, furniture assembly, or repair, exterior caulking, install grab bars, put-in or take-out storm door windows, replace doorbells or door knobs, install or repair mailboxes.

Work Schedule & Starting Pay: TBD

Employment Status: Part-Time, Non-Exempt

Proviso Township is an equal opportunity employer and is committed to the principle of equal opportunity in its hiring and recruiting practices. The Township uses the criteria of merit, qualifications and abilities in its hiring decisions.

To be considered for the position, please submit a completed employment application via mail or hand delivery to Mary Donahue, Deputy Clerk, Proviso Township, 4565 Harrison, Hillside, Illinois 60162. Applications are also accepted by email to Mary Donahue, Deputy Clerk, at [mdonahue@provisotownship.illinois.gov](mailto:mdonahue@provisotownship.illinois.gov). Employment applications can be obtained at the front desk of the Proviso Township office at 4565 Harrison, Hillside, IL. Applications are being accepted from October 26 – November 7, 2018

Posted: October 26, 2018