



Job Description

Job Title: General Laborer I (Entry Level)
Location: Central Maintenance Shop
Reports To: Building and Mechanical Operations Manager
FLSA Status: Full-Time / Non-Exempt (Hourly)
Starting Wage: \$23.00 - \$31.00 (dependent on qualifications)

Position Summary

The General Laborer I is an entry-level position that supports construction, maintenance, and repair work throughout the Forest Preserves of Winnebago County.

This role is ideal for individuals who enjoy hands-on work, working outdoors, and learning skilled trades while contributing to the care and upkeep of preserve buildings, shelters, trails, and infrastructure.

This position works under close supervision and receives on-the-job training.

Essential Duties and Responsibilities

- Assist with general maintenance, repair, and construction of buildings, shelters, fences, gates, signage, and other preserve structures
- Assist with general maintenance and repair of vehicles
- Perform basic tasks such as digging, lifting, carrying materials, painting, cleaning, and site preparation
- Use hand tools and power tools safely to complete assigned tasks
- Load, unload, and transport tools, equipment, and materials
- Assist skilled staff with carpentry, concrete, masonry, and basic repairs
- Follow all safety rules, procedures, and instructions

Knowledge, Skills, and Abilities

- Willingness to learn construction and maintenance skills
- Ability to follow instructions and work as part of a team
- Basic knowledge of hand tools preferred but not required
- Ability to work safely in outdoor environments and varying weather conditions

Education and Experience

- High school diploma or GED required
- No prior construction experience required; related experience is a plus
- Valid driver's license required



Physical Requirements & Work Environment

- Ability to perform physical labor including lifting up to 50 lbs.
- Frequent standing, walking, bending, kneeling, climbing, and working outdoors
- Exposure to weather, noise, equipment, and construction materials

FPWC will provide reasonable accommodations, in accordance with applicable law, to enable qualified individuals with disabilities to perform the essential functions of the position.

EQUAL OPPORTUNITY EMPLOYER. The Forest Preserves of Winnebago County is an Equal Opportunity Employer and is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. All employment decisions are made on the basis of qualifications, merit, and business need.

Employee Signature

Date