



City of Springfield

is seeking applications for

Stores Attendant – 1st Year

Department: The Office of Public Utilities

Division: Operational Development & Performance

Final Date to Apply: 10/21/2026 at 5:59 PM CST

Work Location: Dallman Power Plant

Starting Salary: \$20.95

Work Hours: Monday – Friday, 7:00 am – 3:30 pm

Union: IAMAW District 9

In this role you will:

- Receive, issue, verify and record materials processed through the storeroom.
- Keep accurate, up-to-date records of all tools, parts and materials removed from the store's facilities. Utilize a computer and software for each transaction.
- Load and unload trucks. Process the paperwork involved in receiving and shipping materials utilizing the computerized system.
- Operate forklift and skid steer to move materials within the storeroom and on plant grounds, including moving contractor equipment.
- Assemble kits for maintenance jobs, including updating the computerized inventory record.

Qualifications:

The ideal candidate will possess knowledge, skills, and mental development equivalent to the completion of four years of high school and demonstrate the ability to work effectively in a variety of environmental conditions. The successful candidate must comply with the Facial Hair Policy, be subject to random drug testing, and be able to obtain and maintain a valid Illinois driver's license and forklift operator certification. This position requires the ability to work safely in the vicinity of moving forklifts and skid steers, tolerate conditions such as fumes, noise, dust, low lighting, and environments that may trigger allergic reactions, and perform duties during periods of extreme heat and cold. **Preference for employment in all positions with the city shall be given to applicants who are full-time city residents.**

Benefits:

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| • Deferred Compensation | • Free Health Clinic | • 12 paid sick days annually |
| • Pension Plan | • Up to 14 paid holidays | • Tuition Reimbursement |
| • Health, Dental, Vision, and Life Insurance | • 4 weeks paid parental leave | • 10-25 paid vacation days, based on years of service |

If assistance in applying is required, please notify the Office of Human Resources at 217-789-2446 or humanresources@springfield.il.us

Office of Human Resources | City of Springfield, Illinois | Misty Buscher, Mayor | Sarah Kink | Director
300 South 7th Street, Room 309 • Springfield, Illinois 62701 • (217) 789-2446 • Fax (217) 789-2118