

## **Village of Bentleyville**

Job Description: Service Department **Maintenance Worker**

### Job Summary:

Under the direct supervision of the Service Director, performs a variety of basic maintenance jobs for of the service department. Maintain landscape areas, roadways and park facilities. This position is part-time. Hours as scheduled. Not eligible for benefits.

Reports to: Service Director

Direct reports: None

Other: Has contact with other Maintenance workers, village employees and general public.

### Job Functions:

General function is to effectively and efficiently perform maintenance operations; including operating machinery and performing maintenance task.

### Primary responsibilities:

Perform snow removal and other duties associated with snow and ice control.

Perform maintenance of Village grounds and properties, such as manual mowing, clearing brush and debris, seeding, fertilizing, etc.

Perform indoor building and construction tasks, such as painting and repairs.

Hours require flexibility with the ability to work alone at nights and weekends as needed.

Ability to operate heavy and or light equipment, such as mower, edger, light and heavy vehicles such as pickups, dump truck and snow plow trucks.

Operate hand and power tools including trimmers and blowers.

Operate heavy trucks, loader, power rollers, lawn movers with attachments and other equipment.

Maintain and service the equipment and trucks.

Assist in preparation of special events in village and Village park.

Install and maintain traffic control, and street identification signs.

Assist the public by providing answers to questions and completion of tasks requested.

Follow standard safety procedures and regulations

Perform other duties as assigned by Service Director.

**Minimum Qualifications:**

**Necessary Knowledge, Skills, and Abilities:**

Knowledge of safe and proper operation of equipment and hand tools such as those used for raking, pruning, digging, custodial tools, landscape equipment consisting of mowers, large mowers, small tractors, blowers, gas powered trimmer.

Safe and proper operation of motor vehicles.

Ability to report on progress of pending projects, to identify potential problems and possible solutions.

Ability to work with others as projects require or independently and must have good decision making abilities in lieu of direct supervision.

Ability to work cooperatively with other employees, supervisors, and the general public.

Ability to be on-call during the winter months for snow and ice control season.

Must arrive at work on time

Must maintain a regular and reliable level of attendance.

**Communication Skills required:**

Ability to communicate well, both orally and in writing in the English language

**Physical demands:**

The employee may be required to lift and or move a minimum of 50 lbs.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

Hearing is required to perceive information at normal spoken word levels.

Visual acuity is required for use in operating motor vehicles or equipment and determining accuracy and thoroughness of work.

**Working environment:**

Primarily outside work in various weather conditions with the potential of exposure to extreme cold or heat.

While performing the duties of the job, the employee is occasionally exposed to dust, noise, pollen, fumes, oils and weather extremes.

**Probationary Period:**

Six (6) Months

Evaluations:

Within the first year of employment, evaluations will occur at a minimum at six months and one year. Thereafter, an annual evaluation will take place.

Acceptable Experience and training:

Minimum of High School Diploma or GED.

Age 18 years or older

Experience with maintenance, snow plows, street repairs, parks maintenance, horticulture, or related fields preferred and desirable.

Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.

Must have and maintain a valid Ohio driver's license.

Possession of a valid Class B Commercial Driver's license (CDL) or the ability to obtain a CDL within three months of hire.

Employee may be required to pass a pre-employment drug screen and or a physical exam for this position. A police background check may be performed.

Completion of application and interview process.

Starting pay is \$18.00 an hour with CDL / \$16.50 an hour without CDL  
OPERS eligible position.

I have read and understand the job description and responsibilities.

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Name

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Signature

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Date