

Village of Bentleyville

Job Description 2019 Seasonal Maintenance Worker

Job Summary:

Under the direct supervision of the Service Director performs a variety of basic semi - skilled maintenance of the service department. Maintain landscape areas, roadways and park facilities. This position is a seasonal, summer only position not eligible for benefits.

Reports to: Service Director

Direct reports: None

Other: Has contact with other 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:

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

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

Operate hand and power tools including trimmers and blowers.

Collect and dispose of trash from parks and village properties.

Assist in preparation for special events for village and parks.

Must arrive at work on time

20 minimum hours per week are guaranteed at \$12.00 per hour.

Must maintain a regular and reliable level of attendance.

Perform other duties as assigned by Service Director.

Minimum Qualifications:

Necessary Knowledge, Skills, and Abilities:

Some 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 problem and possible solutions.

Ability to work with others as projects require.

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 50 pounds.

Working environment:

Primarily outside work in various weather conditions

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

Acceptable Experience and training:

Age 18 years or older

Experience with maintenance work desirable

Must have and maintain a valid Ohio driver's license

Employee may be required to pass a pre employment drug screen and or a physical exam for this position.

Completion of application and interview

To apply for employment with the Village of Bentleyville:

In person: Village Hall, Chagrin River rd Bentleyville Ohio. (Mon-Fri 9am-4pm) or on line at Village of Bentleyville. Phone: 440-247-5055

