

MAINTENANCE WORKER JOB DESCRIPTION

Duties

1. Empty trash at park, opera house, community building, etc.
2. Keep Village owned grounds free of trash
3. Mow Village owned grounds
4. Maintain parking striping
5. Keep bus routes clear of low hanging limbs
6. Clear bus stops, community center, and opera house sidewalks of ice and snow
7. Maintain gravel in alley and parking areas
8. Post sewer notices and perform disconnections and reconnections where valves have been installed.
9. Minor maintenance to Village buildings, grounds, equipment, and infrastructure.
10. Maintain street signage
11. Minor street maintenance
12. Monitor Village for vegetation violations, report to Village Administration
13. Aide with set up for Village sponsored events
14. Assist misc village contractors as needed. (Buckeye Power, Tristate pump, Willard Gravel, etc.)
15. Perform sanitary sewer lateral installation inspection, create installation drawings, locate existing piping per plans and drawings as needed.
16. Read flow meter on last Monday of the month and report reading to Village administrator.
17. Replenish pest control on a routine basis.
18. Other duties assigned by Mayor or council vote.
19. Clean debris from sanitary sewer pump station float switches as needed.
20. Clean and maintain tools and equipment, keep maintenance shop (red building) clean and orderly
21. Maintain inventory list of sanitary sewer tools and supplies

Compensation

- Complete time card for each pay period, email to village mayor for approval by, mayor will send to fiscal officer for approval.
- Pay \$12 per hour, 24 hours per week, hours may be temporarily (2 weeks per occurrence) increased or decreased +/- 8 hours per week at Mayors discretion, long term changes will require council approval. Eligible for OPERS.
- 1 Week paid vacation (equal to hours allotted in a week) after 1 full year. Additional time off available with written request approved by council vote.
- 6 paid holidays. Christmas, Thanksgiving, Labor Day, Memorial Day, Independence Day, New Year's Day (holidays will be paid if they fall on a scheduled work day)

REQUIREMENTS FOR EMPLOYMENT

- Motivated Self starter, capable of working independently
- Must be able to pass background check and drug screening
- Valid Ohio Drivers License
- Must be able to be covered by village auto insurance
- Complete and return application, releases, and all pre employment paperwork.
- Reliable transportation, and working telephone.