

**Job Title: Seasonal Part-Time Laborer**  
**Reports To: Streets & Utilities Director / Foreman**  
**Department: Village Streets/Service Department**

**DEFINITION:** The Seasonal Part Time Laborer provides essential general support to the Village Service Department. This role is responsible for the day-to-day maintenance, repair, and upkeep of village infrastructure, parks, and utility systems to ensure a clean and safe environment for the community.

**EXAMPLES OF WORK:**

- Performs general park upkeep.
- General upkeep of all park building, including but not limited to boy/girl scout lodges and restrooms.
- General mowing and trimming of grass in the villages park system and water department wells and towers.
- General upkeep of ball fields, basketball courts, pickleball courts..
- Decoration of downtown and municipal building for appropriate holidays.
- Maintenance of storm sewers and catch basins.
- Perform street cleaning and snow removal.
- Maintenance of sewer and manhole covers.
- General maintenance of traffic and crosswalk signals.
- Trash removal in downtown area, clean and replace cans.
- General street repairs, including but not limited to cold patching and small paving jobs.
- Vacuuming of leaves in the fall from tree lawns.
- Performing instillation of water line, in new construction from main to new home/building.
- Perform repairs on curb box to main.
- Repair any problems with the water main line.
- Perform maintenance on hydrants and flushing when needed.
- Perform repairs and installation of water meter in residents and business.

**KNOWLEDGE AND ABILITIES:**

- Ability to organize workload and utilize time efficiently.
- Ability to communicate effectively both verbally and written.
- Ability to maintain a positive attitude.
- Ability to function in the team concept.
- Knowledge of municipal service department functions and work related duties.

**Minimum Qualifications**

- **Education:** High School Diploma or GED equivalent.
- **Licensure:** Must possess and maintain a valid State of Ohio Driver's License and remain insurable under the Village's vehicle insurance policy.
- **Experience:** Previous experience in landscaping, construction, or general maintenance is preferred but not required.

- **Availability:** Must be able to work a flexible part-time or seasonal schedule, which may include early mornings, weekends, or emergency call-ins for weather-related events.
- **Background:** Must successfully pass a pre-employment background check and drug screening.

#### **Physical Requirements & Work Environment**

- **Physical Requirements:** Ability to perform heavy manual labor for extended periods, including lifting and carrying objects weighing up to **50 lbs**.
- **Mobility:** Frequent bending, stooping, reaching, pushing, pulling, and climbing.
- **Environmental Exposure:** Ability to work outdoors in all weather conditions, including extreme heat, cold, rain, and snow.
- Ability to safely operate and maintain basic hand tools, power tools, and light machinery (e.g., mowers, trimmers, leaf vacuums).