

**Job Description: Laborer**

**Department:** Service Department

**Reports To:** Service Director / Service Forman

**Status:** Full-Time / Non-Exempt

**Position Summary**

Under the general direction of the Service Director, the Laborer performs a variety of semi-skilled and manual tasks involved in the maintenance of village infrastructure, public grounds, and utility systems. This role requires the operation of light and heavy equipment and the ability to perform physical labor in various weather conditions.

**Key Responsibilities**

**1. Grounds & Recreation Maintenance**

- Perform comprehensive landscaping duties, including mowing, trimming, and weeding of village properties.
- Maintain athletic fields and courts to ensure they are safe and ready for play.
- Manage seasonal transitions for recreational facilities, including the installation and weatherization of the splash park.
- General upkeep of park structures and public restrooms.
- Other duties identified by Forman or Director of Service

**2. Street & Infrastructure Care**

- Participate in street maintenance projects, including asphalt patching, concrete repairs, and crack sealing.
- Assist with street cleaning and the removal of debris from public rights-of-way, vacuuming of leaves, branch chipping
- Operate snowplows and salt spreaders for winter weather management and ice control. On Call rotating schedule required during season.
- Maintain the storm sewer system by cleaning catch basins and clearing obstructions.
- Trash removal in downtown area.
- Other duties identified by Forman or Director of Service

**3. Utility Department Support**

- Assist the Water and Wastewater departments with the installation and repair of water lines and mains.
- Perform routine maintenance on fire hydrants, including flushing and painting.
- Install, repair, and read water meters as required.
- Support emergency repairs to utility infrastructure outside of standard business hours when necessary.
- Other duties identified by Forman or Director of Service

**Required Knowledge, Skills, and Abilities**

- **Manual Abilities:** Ability to operate hand tools, power tools, and specialized equipment (e.g., zero-turn mowers, leaf blowers, small tractors).
- **Physical Requirements:** Ability to lift up to 50 lbs, stand for long periods, and work in extreme heat or cold.
- **Compliance:** Knowledge of safety procedures and the use of Personal Protective Equipment (PPE).
- **Communication:** Ability to follow oral and written instructions and interact professionally with residents.

**Minimum Qualifications**

- High School Diploma or GED.
- Valid State Driver's License (CDL preferred or must be obtainable within a specified timeframe).
- Prior experience in landscaping, construction, or municipal maintenance is a plus.