

Job Title

General Labor (Part-time) Not to exceed 30 hours per week

Department

General/Street/Cemetery/Water

General Statement of Duties

Must be flexible to work various days and hours as needed. Will perform various tasks such as janitorial cleaning, painting, building(s) maintenance. Assists in general street and roadside maintenance. Assists in operations of village cemeteries. Garden and flower bed grooming, weeding, spraying and general upkeep of facilities. Will be responsible for proper and safe operation of village equipment and notification of damaged or malfunctioning tools/items.

Supervision

Works under the supervision of the Street Commissioner. Will be highly self-motivated and will display self-initiative.

General Job Requirements

Must be flexible to work irregular hours and days as assigned.

Must be able to pass a pre-employment drug, physical and background check, and random drug testing.

Must have a valid drivers' license with no more than 2 points.

Must communicate with supervisor regarding equipment maintenance, repair and parts needed for product(s) to be used safely and productively.

Ability to work independently as well as with others and the public.

Assists village personnel with any duties in any of the village properties, parks, streets, cemeteries, and buildings.

Must be neat in appearance and dress.