

The Village of Bloomdale is looking for a dedicated **Village Administrator** to join our team and help us maintain a clean and safe village. This role involves management, supervision, and coordination of daily municipal operations. You will also be responsible for, but not limited to, the duties listed below.

Key Responsibilities:

- Manage public utilities by working with the Village electric clerk and other approved vendors.
- Coordinate with departments to make sure scheduled maintenance on machinery, equipment, and systems is completed to prevent breakdowns and ensure optimal performance.
- Respond to resident inquiries, complaints, and service requests in a timely manner.
- Collaborate with engineers and contractors on Village projects.
- Perform routine and emergency repairs on building systems such as HVAC, plumbing, electrical, and mechanical equipment.
- Complete general building maintenance, such as carpentry, painting and minor repairs to structures and fixtures.
- General maintenance of public areas: Streets, such as patching potholes, sweeping, painting crosswalks and parking spot lines, removing leaves, snow, and ice; landscaping, mowing, tree-trimming; cleaning parks and restroom facilities; maintaining and preparing athletic fields; cleaning and repairing storm drains; repairing exterior structures.
- Troubleshooting: Inspect, test, and diagnose faults in equipment.
- Equipment operation: Using a variety of tools, including common hand and power tools, to fix, replace, or repair equipment and parts.
- Record keeping: Maintaining logs and records of all maintenance and repair work performed.
- Safety: Adhering to safety protocols and using proper safety gear when needed.

Key skills and qualifications:

- **Problem-solving:** Ability to analyze situations, troubleshoot problems, and make sound judgments to find effective solutions. Ability to manage multiple tasks; prioritize tasks effectively.
- **Physical stamina:** Capacity to perform physically demanding tasks, including lifting heavy objects, and in possibly inclement weather; dexterity skills to perform manual tasks and working with tools.
- **Communication:** Ability to work well with a team and communicate technical issues to non-technical staff; communicate with outside vendors.
- **Education:** Requires a high school diploma or equivalent, with vocational training, apprenticeships, or technical certifications being advantageous. A valid driver's license may is required; a CDL is also advantageous.

Compensation and Benefits:

- Hourly wage will vary based on experience, licenses, and certifications
- Six paid holidays annually; sick leave and vacation time to be earned
- Use of Village vehicle, cell phone, and tool/materials
- Standard 40-hour week, Monday through Friday; a rotating on-call schedule for emergencies could involve early mornings, late evenings or weekend; must be available for occasional overtime with advance notice. Flexible schedule may be available.
- Monthly attendance at Council meetings is required; progress reports to Mayor and Village Council members

Interested applicants should e-mail a Letter of Interest and a Resume to: KaileyK16@gmail.com