

Job Title: Village Maintenance Worker

Location: Spencer Village, Spencer, Ohio

Job Type: Full-Time

Salary: Negotiable

Reports to: Spencer Village Mayor and Parks Committee

Job Summary: The Village Maintenance Worker is responsible for performing a variety of tasks to ensure the cleanliness, safety, and overall maintenance of the village. This role involves working outdoors in various weather conditions and requires a proactive approach to maintaining the village's infrastructure and public spaces.

Key Responsibilities include but are not limited to the following:

- **Road and Sidewalk Maintenance:**
 - Repair potholes, cracks, and other damage to village roads and sidewalks.
 - Clear snow and ice from roads, sidewalks, and public pathways using snow blowers, shovels, and salt spreaders.
 - Paint and maintain road markings and signage.
- **Park and Public Space Upkeep:**
 - Mow lawns, trim trees and shrubs, and plant flowers in village parks and public spaces.
 - Inspect and maintain playground equipment, benches, and picnic tables.
 - Collect and dispose of litter and debris from parks, streets, and public areas.
- **Building and Facility Maintenance:**
 - Perform minor repairs and maintenance on village buildings, such as painting, plumbing, and electrical work.
 - Clean and maintain public restrooms and other facilities.
 - Conduct regular inspections of village buildings to identify and address maintenance needs.
- **Equipment Operation and Maintenance:**
 - Operate and maintain various tools and equipment, including lawn mowers, snow blowers, leaf blowers, and hand tools.
 - Perform routine maintenance on equipment to ensure it is in good working condition.
- **Resident Assistance:**
 - Respond to maintenance requests from village residents and address issues in a timely manner.
 - Assist with setting up and breaking down for village events and activities.
- **Safety and Compliance:**
 - Ensure compliance with safety regulations and report any hazards or unsafe conditions to the supervisor.
 - Use personal protective equipment (PPE) as required and follow safety protocols.
- **Special Projects:**
 - Assist with special projects and seasonal tasks, such as holiday decorations, community clean-up events, and emergency response efforts

Qualifications:

- High school diploma or equivalent.
- Previous experience in maintenance, landscaping, or a related field is preferred.
- Ability to operate and maintain various tools and equipment.
- Strong attention to detail and problem-solving skills.
- Good physical condition and ability to perform manual labor in various weather conditions.
- Excellent communication and interpersonal skills.
- Valid driver's license.
- **Willingness to work overtime and be readily available for emergency call-outs.**

Working Conditions:

- Outdoor work in various weather conditions.
- Physical labor, including lifting, bending, and standing for extended periods.
- Occasional evening or weekend work may be required for special projects or emergencies