



POSTION: Public Works Operator - Seasonal

WAGES: \$16.00/hour

SCHEDULE: 40 hours per week

SUMMARY:

The Public Works Operator fills a wide range of operations and maintenance needs to keep the Village of Georgetown running. From beautifying our parks to filling potholes; fixing water leaks to trimming trees; our Public Works Operators do it all. This role is perfect for people who enjoy working with their hands and doing something different each day.

EXAMPLES OF DUTIES & RESPONSIBILITIES:

- Mow and weed-eat the parks and other public places
- Collect and properly dispose of trash and debris from receptacles and public rights-of-way
- Perform minor maintenance tasks on public buildings and spaces
- Assist with road repairs such as asphalt patching and berm maintenance
- Investigate water and sewer line breakage; determine necessary actions and make repairs
- Read and replace water meters
- Exercise valves, hydrants, check lift stations and water tanks
- Assist with cemetery maintenance and burials

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Prior experience in grounds maintenance, building trades, and/or utility work
- Valid Ohio driver's license

KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to safely operate various equipment, including, but not limited to, weed-eaters, zero-turn mowers, asphalt hot box
- Knowledge of grounds maintenance techniques and treatments, such as fertilizers or weed control

- Knowledge of basic building maintenance, such as plumbing, door repair, carpentry, proper use of cleaning products
- Knowledge of safe practices around active job sites and equipment
- Knowledge of various software applications, such as Office 365
- Ability to use standard office equipment, including computers, printers, scanners, recording devices, etc

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

- This position works mainly outdoors in all weather, including rain, heat, snow, cold, etc.
- Must be able to fulfill a variety of manual tasks, including occasional periods of lifting items weighing 50-100 pounds
- Must be able to communicate effectively with coworkers, elected officials, and members of the public