



Village of Elmore

Open Job Positions

The Village of Elmore is currently seeking applications for the position of Laborer for the Public Works Department .

The Village of Elmore is located along the Portage River in Ottawa County. The Village is home to 1450 residents. This position will be full time, 40hours per week. The candidate will be a self-starter. The Laborer position within the Public Works Department performs a wide range of public work duties to maintain and upgrade the Villages' infrastructure. The laborer does not have specific responsibilities as they are in direct supervision of general tasks. Salary will be commensurate with experience. Benefits include health benefits, eye and dental care, paid vacation and retirement benefits through OPERS.

Essential Duties and Responsibilities:

- A. Performs mowing of Village grass, trims trees, chips branch, picks up litter/trash for regular and emergency service.
- B. Performs physical building maintenance, both interior and exterior; cleans, paints, performs roof maintenance, gutter and downspout cleaning, etc.
- C. Performs door and window repairs and minor carpentry.
- D. Repairs, replaces, and patches concrete, asphalt and other street surfaces, cleans repairs, and erects street signs; repairs guard rails; installs traffic safety devices and barricades, and performs streetlight inspections.
- E. Able to complete sanitary inspections, water and sewer system monitoring, meter change-outs, water shut-offs, maintenance and repairs.
- F. Removes snow from walkways using snow shovels and snow blowers. Operates small trucks for system operations and for snow plowing/salting.
- G. Operates and properly maintains all tools, vehicles and equipment needed to perform the essential job functions and responsibilities listed above.
- H. Able to complete monthly utilities readings for billing to customers.

Additional Requirements:

- Must be 18 years of age upon first day of employment. High School diploma or GED certificate desired.
- Must possess a valid driver's license and have access to reliable transportation.
- Must pass a post-employment offer background check to include drug screening.
- An Ohio Commercial Driver's License (CDL) is preferred but not required.

Applications are available on the Village of Elmore web site, www.village.elmore.oh.us