

SEND APPLICATIONS TO: parmavillage@villageofparma.org

Public Works Operator | Village of Parma, Michigan

Hourly Pay: \$20.00 – \$25.00 / hour

Classification: Full-Time, Non-Exempt (32 Hours Per Week)

Schedule: Monday – Friday, 8:00 AM – 4:00 PM (Flexibility required for seasonal demands)

Benefits: Retirement Plan (3% Match), 2 Weeks PTO, Health Insurance Contribution

Reports To: Village Board / Designated Village Officials

Position Summary

Under the direction of Village Officials and the Village Board, the Public Works Operator is responsible for maintaining Village land, parks, playgrounds, and facilities. This role includes equipment operation, vehicle maintenance, snow removal, and other duties as assigned to ensure Village infrastructure remains safe and functional.

Key Responsibilities & Duties

- **Grounds & Parks:** Mow designated Village properties; trim weeds; maintain and repair picnic tables, playground equipment, and park structures.
- **Sanitation:** Monitor and empty park garbage bins; pick up properly bagged residential leaves (seasonal); remove brush and debris weekly.
- **Infrastructure:** Clear street drains of leaves and weeds; maintain and paint fire hydrants; manage maintenance and proper disposal of flags at the Library and Main Street flagpoles.
- **Winter Operations:** Perform snow plowing on all village streets, shoveling, and street salting as needed.
- **Facility & Equipment Care:** Perform routine maintenance and record-keeping for DPW vehicles and equipment; maintain the DPW building and Village Office.
- **Seasonal Projects:** Assist with the installation, repair, and removal of Village holiday lighting; Assist with setup of village sponsored events.

Required Qualifications

- **Availability:** Must have reliable transportation, and be available on-call duty as necessary, particularly for Winter weather events.
- **Technical Skills:** Proven experience operating power tools and heavy equipment (tractors, zero-turn mowers, trucks, and plows)
- **Education:** High school diploma or equivalent.
- **Licensing:** Must possess a valid, clean Driver's License.
- **Compliance:** Ability to pass a background check and drug screening upon request.

- **Professional Demeanor:** Ability to maintain professional working relationships with Village staff, residents, and utility operators.

Preferred Qualifications:

- Working knowledge of safety procedures and OSHA precautions related to public works.
- Prior experience in mechanical repair or general equipment maintenance.
- A minimum of 5 years experience in a similar professional working environment (mowing, snow plowing, property management, etc.)