



JOB DESCRIPTION: DPW Laborer

Department: Village Department of Public Works

Hourly Pay: Pay based on experience

Job Classification: Full Time, Non-exempt, 32 Hours Per Week

Work Hours: M-F 8am-4pm

Benefits: Retirement with 3% Match, 2 Weeks PTO, Health Insurance Contribution

Reports to: Village Officials/Village Board

Description:

Under the direction of the Village Officials and Village Board, the DPW employee provides general labor

in support of a wide range of maintenance and repair projects for village land, park/playground, and facilities

maintenance, motor pool/equipment operations and maintenance, snow removal, street salting and other

related duties as assigned. All duties are to be carried out as scheduled and in a timely manner.

Responsibilities and Duties:

➤ “As Needed” means when DPW employee and/or Village Officials/Board sees that areas are

becoming cluttered, unsafe and are failing.

- Check garbage bins at the park, empty as needed.
- Brush to be removed or chipped weekly.
- Plow / Salt / Maintain village streets as needed.
- Maintain village owned property (real estate and grounds).
- Clean street drains and remove leaves, weeds, grass and other debris.
- Shovel snow, trim weeds and Paint fire hydrants as needed.
- Mow village properties as indicated on village map.
- Pick up properly bagged leaves from residences as needed. (seasonal)
- Assist with Village Christmas lights as needed (repairing, putting up and taking down)
- Pick up trash, maintain and repair picnic tables, equipment, and structures in the village park/playground
- Office and DPW building maintenance as needed.
- Main street and Library Flagpoles and flag maintenance and proper disposal of damaged flags.

- Maintain DPW equipment and vehicles with routine maintenance schedule and record keeping.

REQUIRED QUALIFICATIONS FOR EMPLOYMENT FOR DPW/MAINTENANCE WORKER:

An employee in this class, upon appointment, should have the equivalent of the following knowledge, training and experience.

- On Call when necessary (mostly in the winter)
- Experienced in operating various equipment, and power tools. (mowers, tractors, trucks, plows etc.)
- Ability to foster and maintain positive professional working relationships with Village Office/Board, residents and Water/Sewer Operators.
- Must have High school diploma or equivalent.
- Must have valid and clean Driver's License.
- Must pass a drug test and background check on request at any time.

PREFERRED QUALIFICATIONS (Will train qualified applicants):

- Knowledge of safety procedures and precautions involved in various public work projects and equipment operations.
- Experience or training in general repair and maintenance of equipment.

Please email resumes and cover letters to the Village of Parma office:

parmavillage@villageofparma.org or drop it off at 117 W. Main St. Parma, MI. during business hours Monday through Wednesday 8:00 am to 4:00 pm.