

## Job Posting

### THE CITY OF MIDDLEBURG HEIGHTS

JOB TITLE: Part-Time Service Laborer (Part-Time Non-Exempt)  
DEPARTMENT: Public Service  
IMMEDIATE SUPERVISOR: Service Superintendent, Foreman, Supervisor, or Crew Leader  
JOB CLASSIFICATION: Part-Time (Non-Exempt)  
PAY RATE: (\$21.57/hr. - \$24.53/hr.)

The City of Middleburg Heights is currently hiring a Part-Time Service Laborer.

#### **General Duties:**

The City of Middleburg Heights is seeking applicants for the part-time position of Service Laborer. Under direction of the Service Superintendent, Foreman, Supervisor, Crew Leader, or their designees the incumbent will be responsible for the completion of various landscaping and streets and sewer responsibilities. Job assignments include, but are not limited to, the removal of concrete and asphalt, the placement of asphalt, the installation of various sized sewer pipes and the repair of catch basins. It also includes plowing senior driveways, sealing cracked streets, and maintaining other various public properties, right of ways, and streets. Additionally, the position is responsible for cutting grass on public property/right of ways and leaf collection.

Responsibilities include: understanding and utilizing the required safety and proper protective equipment required for assigned job duties; performing repetitive manual task; using power tools and lawn equipment, including but not limited to zero turn mowers, tractors, string trimmers, hedge trimmers, backpack blowers, and edgers; removing concrete; installing and removing forms; ensuring effective communication of information to supervisors and coworkers; removing asphalt; placing and raking asphalt; installing various sized sewer pipes; repairing catch basins; completing berm work and stone road edges; ensuring compliance with safety standards; sealing cracked streets; picking up and raking leaves; cold patching streets (winter); picking up roadside debris; checking oil and fluid levels of equipment; assisting with the Recreation Department's special events as needed (Summer in the City, Holiday Decorating, Fall Fest, etc.); completing assignments and duties in a timely manner and by established timeframes; assisting with other daily operations and special functions of the Service Department; understanding departmental goals, objectives, policies and procedures; cutting grass at City Hall, the Recreation Center, the ball diamonds, Uhlin fields, the Service Center, and other outside areas; operating zero turn mowers, tractors, Steiners, string trimmers, hedge trimmers, backpack blowers, and edgers; chipping branches and loading wood onto trucks; planting trees, staking trees, and removing stakes; plowing City streets and senior driveways; developing and maintaining effective working relationships with supervisors and co-workers; being a positive team member that supports all

members of the team through personal energy, integrity, business credibility, optimism, and presence; responding to emergency situations and applying appropriate safety and security precautions; recognizing unusual or threatening situations; creating an inclusive environment for all people; maintaining and increasing knowledge and skills through attendance at meetings, conferences, training seminars, and in-service training sessions; and completing additional duties and responsibilities as assigned.

**Qualifications:**

- Must be 18 years of age or older
- High school diploma or GED
- Previous experience working in landscaping or construction
- English literacy and excellent communication skills
- Ability to work well on a team and provide excellent customer service and work product
- Desire to work with all coworkers in a fast-paced environment
- Presents a positive image of self and of the City to all visitors
- Satisfactory visual and auditory surveillance, alertness, stamina, and dexterity
- Assists all coworkers at the Service Department with courtesy and professionalism
- Capable of exercising good judgment, acting responsibly, receiving feedback, and guidance
- Flexibility to adjust to changing workload and assignments
- Valid driver's license with an acceptable driving record
- Ability to communicate effectively in written, oral, and electronic form
- Basic computer literacy
- Excellent motivation, communication, record-keeping skills, and problem-solving skills
- Ability to work independently and make sound decisions under pressure
- Strong attention to detail and safety awareness

A Part-Time Service Laborer must meet the knowledge, judgement, fitness, and skill requirements necessary for the position throughout his or her employment.

A Part-Time Service Laborer must be able to maintain flexible work hours.

**Send Resume To:**

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