



# HELP WANTED

Position Posting

## CITY OF MIDDLEBURG HEIGHTS

An Equal Opportunity Employer

**JOB TITLE:** Summer Service Laborer  
**DEPARTMENT:** Public Service  
**IMMEDIATE SUPERVISOR:** Crew Leader, Supervisor, Foreman, and Superintendent  
**JOB CLASSIFICATION:** Seasonal Part Time Non-Exempt  
**COMPENSATION:** Up to \$14.15/hour

### POSITION DESCRIPTION

Under general supervision, the Summer Service Laborer will assist full-time Department of Public Service crews with various duties involving landscaping, tree removal, property maintenance, concrete installation, and general labor. Specific job activities could include, but are not limited to, landscape planting, tree removal, line trimming, grass cutting, watering landscape, and outdoor painting.

The Summer Service Specialist must be available to work Monday – Friday, from 7:00am – 3:30pm. Applicants should be able to travel within and outside of the city, work inside and outside, and be exposed to adverse environmental conditions including high and low temperatures, humidity, rain, wet conditions, direct sunlight, wind, allergens, and noise. While performing the duties of this job, the employee is regularly required to stand, sit, use hands to handle or feel, talk, and hear. The employee is frequently required to reach with hands and arms. The employee is required to stand, walk, stop, kneel, crouch, and crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally move and/or lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The ideal candidate for this position should meet the following minimum criteria:

- 16 years of age or older
- Valid Ohio Driver's license, with good driving record
- Basic knowledge of property maintenance tasks, tools, and equipment
- Previous experience working in a customer-oriented environment is preferred
- Basic level written and verbal communication in the English language is required
- Ability to multi-task and work independently
- Ability to work well on a team and provide excellent customer service

If interested in applying, please email an application to [jminch@middleburgheights.com](mailto:jminch@middleburgheights.com) or send an application to the Middleburg Heights Department of Public Service Office (15700 Bagley Road, Middleburg Heights, Ohio 44130). Applications may be found on the City's website:

[https://middleburgheights.com/MBH\\_2020/wp-content/uploads/2022/10/Employment-Application-Middleburg-Heights-Ohio-2022-10-Form.pdf](https://middleburgheights.com/MBH_2020/wp-content/uploads/2022/10/Employment-Application-Middleburg-Heights-Ohio-2022-10-Form.pdf)

Questions about this posting may be emailed to [jminch@middleburgheights.com](mailto:jminch@middleburgheights.com).