



Job Title: General Maintenance Laborer

Location: Thornville, Ohio

Employment Type: Full-Time, Non-Exempt

Salary Range: \$18-\$28 per hour (commensurate with experience and certifications)

Reports To: Village Administrator

Application Deadline: Open Until Filled

Hours: 7:00am – 3:30pm and required availability for on call/emergency work when necessary.

About the Role

We are seeking a dependable and self-motivated General Maintenance Laborer to join our team. This role is directly responsible for the day-to-day upkeep and repair of Village-owned infrastructure, including streets, parks, storm drains, and public buildings. The position reports to the Village Administrator and works independently to ensure the safe and efficient maintenance of public spaces and facilities.

Key Responsibilities

- **Public Infrastructure Maintenance:**
 - Perform routine and emergency repair of Village streets, storm drains, sidewalks, alleys, and public facilities.
 - Conduct seasonal tasks such as snow plowing, leaf pickup, cold patching, and street sweeping.
 - Maintain and repair the Village's storm sewer system and related drainage infrastructure.
 - Install or repair signs, barricades, and other public safety features as directed.
- **Grounds and Facility Care:**
 - Mow grass, trim trees and vegetation, and maintain landscaping on all public grounds including parks, rights-of-way, and municipal buildings.
 - Perform general custodial duties and upkeep of public restrooms, shelters, and maintenance garages.
 - Maintain, clean, and service Village vehicles, equipment, and tools.
 - Perform manual labor tasks including digging, lifting, trash pickup, painting, and basic carpentry or light plumbing as needed.
- **Planning, Documentation, and Safety:**
 - Work directly with the Village Administrator to schedule and complete projects without supervision.
 - Proactively identify maintenance and repair needs and recommend solutions.
 - Complete daily, weekly, and monthly inspection forms, maintenance logs, and time sheets.
 - Follow all departmental safety procedures and prioritize personal and public safety at all times.

Minimum Qualifications

High School Diploma or GED, Must be able to go up and down ladders and stairs. Must be able to access confined spaces. Must be able to lift and carry 50 pounds, perform manual labor, and operate in diverse weather conditions. Possession of a valid Ohio Driver's License with a clean driving record.

Desired Skills & Experience:

- Skilled in operating a wide range of maintenance vehicles and equipment, including mini excavators, backhoes, skid steers, commercial riding mowers, weed eaters, chain saws, and other small-engine tools
- Experience operating a snowplow with an attached salt spreader for winter roadway maintenance
- Ability to work independently with minimal supervision while completing tasks efficiently and on schedule
- Strong problem-solving skills with the ability to visually identify maintenance issues and carry out appropriate repairs
- Capable of performing physically demanding work, including lifting and moving heavy materials, in all weather conditions
- Experience with mechanical repairs on vehicles, tools, or small equipment
- Familiarity with public works operations, including water, sewer, and storm drainage systems
- Attention to detail with the ability to maintain accurate records and complete required documentation
- Possession of or ability to obtain a valid Pesticide Applicator Certification
- Prior experience in municipal maintenance, utility operations, or similar fieldwork preferred
- Friendly, approachable, and helpful when interacting with residents—serving as a visible representative of the Village in the community

Work Schedule & Compensation

This is a full-time, non-exempt position with a pay range of \$18.00 to \$28.00 per hour, depending on experience and qualifications. The position requires on-call availability for emergencies 24/7.

Benefits include 11 paid holidays, 3 floating personal days, vacation after one year of service, clothing allowance, and Village-paid 75% of the employee health insurance premium.

How to Apply

To apply, complete employment application and submit along with your resume and a brief cover letter outlining your relevant experience and certifications to: Village Administrator: Melissa Brofford via email to administrator@thornville.gov or dropped off to Village Offices 1 South Main Street, P.O. Box 670, Thornville, OH 43076

The Village of Thornville is an Equal Opportunity Employer.