

## Job Opening for Village of Rudolph

### Job Description for Village of Rudolph Maintenance Worker

Applicant must be 18 years of age.

- Duties to be performed between 7:00 a.m. and 7:00 p.m. any day of the week. Most of the time, applicant works at his/her convenience based on Village needs.
- Rate of pay is \$22.00-25.00/hour with federal and state tax deductions.
- Most of the work will be between April and October. There will be some seasonal work from November through March. Job duties and hours could expand based on snowplowing needs.
- Applicant must be able to lift at least 50 pounds.
  
- Duties will include, but not limited to:
  - ◆ Mowing grass at Village Park ball diamonds along with field maintenance
  - ◆ Mowing along the road leading to Village lift stations and compost site.
  - ◆ Mowing by the Village Hall, by the tank on Main Street, and along roadways within the Village.
  - ◆ Picking up leaves in streets, spraying for weeds.
  - ◆ Assist with putting up and taking down Village Christmas decorations.
  - ◆ Putting up and taking down village banners
  - ◆ Bi-weekly cleaning of Village Hall
  - ◆ Snow shoveling at Village and other areas specified by the Village president.
  - ◆ Repairing and/or replacing street and traffic signs
  - ◆ Sharpening mower blades and servicing mowers and other equipment
  - ◆ Putting on and taking off various pieces of equipment
  - ◆ Pushing up brush at Village waste site
  - ◆ Send ordinance violations letters as directed by the Board.
  - ◆ Monitor Village sewer computers and alarms. Coordinate sewer services.
  - ◆ Locate and mark sewer lines within the Diggers Hotline timeframe.
  - ◆ Issue building permits as directed by the Board.
  - ◆ Snow removal as assigned by the Board.
  - ◆ Village election duties as needed.
  - ◆ Maintain Village maintenance shop.
  - ◆ Stock and maintain Village Park bathrooms and park in general.
  - ◆ Other duties as determined by the Village President
  
- Hours will vary. They may be as few as 10 per week or as many as 30 per week.
- Will use and maintain Village equipment: Tractor, snowplow, brush cutter, sickle mower, vacuum, back blade, sweeper.
- Send letter of application and references to Village of Rudolph, PO Box 7, Rudolph, WI 54475
- For additional information, contact Village President, Kevin Whipple, at 715-435-4444.