



THE VILLAGE OF  
**SHREVE**  
OHIO | Est. 1859

**Josiah Martin**  
Mayor  
mayor@shrevevillagehall.org

**Josie Hughes**  
Village Administrator  
administrator@shrevevillagehall.org

**Leah Weirick**  
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**Ashley Krebs**  
Utility Clerk  
utility@shrevevillagehall.org

P: 330.567.2600  
E: Office@ShreveVillageHall.org  
A: 150 W. McConkey Street

**Title:** Village Maintenance/Laborer

### **Job Overview**

Join our dynamic street department team and play a vital role in maintaining and improving our community's infrastructure! As a street department worker, you will be responsible for operating heavy equipment, performing construction and maintenance tasks, and ensuring safe, efficient roadways and public spaces. This position offers an exciting opportunity to work outdoors, utilize a variety of machinery, and contribute directly to the safety and aesthetics of our neighborhoods. Your energy and dedication will help keep our streets safe, functional, and beautiful for everyone.

### **Duties**

- Operate heavy and light equipment and tools to perform street repairs, paving, grading, excavation, concrete work, striping, and general public works operations.
- Assist with road, sidewalk, utility, and related construction projects, including utility locating, work-zone setup, and project support in accordance with safety standards and MUTCD guidelines.
- Inspect, maintain, and perform minor repairs on vehicles, pumps, hydrants, meters, and other department equipment to support safe and efficient operations.
- Support water and wastewater operations through routine inspections, meter reading, troubleshooting, pump operation, and maintenance of distribution and collection systems.
- Maintain village buildings, bridges, wells, parks, catch basins, banners, flags, and other public property, including landscaping, lawn care, leaf pickup, snow and ice removal, and trash collection.
- Collaborate with team members, assist with department projects, participate in on-call rotation, and perform other assigned duties.

### **Qualifications**

- Highschool diploma or GED required; valid driver's license with clean driving record.
- Experience operating heavy equipment and using hand and power tools in public works, construction, maintenance, or utility environments are preferred.

- Knowledge of street maintenance, paving, excavation, utility locating, construction site safety, and water or wastewater operating practices is desirable.
- Ability to perform strenuous outdoor work in varying weather conditions, including heavy manual labor, frequent lifting of 50 pounds or more, and regular stooping, kneeling, crawling, walking, hearing, and handling of tools and equipment.
- Ability to follow instructions and work safely around wet or humid conditions, high-voltage electricity, odorous vapors, harsh chemicals, and other hazards associated with municipal operations.
- Vision abilities must include close, distance, color, peripheral, and depth perception, as well as the ability to adjust focus.

Join us if you're ready to bring your skills in heavy equipment operation and construction to a team dedicated to building safer streets! We value energetic individuals who are committed to quality work and community service. This paid position offers the chance to grow your expertise while making a tangible difference in the daily lives of residents.

Pay: \$18.00 - \$25.00 per hour

Benefits: Ohio public employee retirement system, 100% paid health insurance, sick time, vacation time, Comp Time, 11 paid holidays, Etc.

Work Location: In person, first shift 7:00am – 3:30pm

Shreve Village Hall  
150 W. McConkey St.  
44767

Please send resume to;  
Josie Hughes  
Village Administrator

[Administrator@shrevevillagehall.org](mailto:Administrator@shrevevillagehall.org) or by phone at 330-567-2600 ext. 104