



Village of Bremen  
9090 Marietta Road, SE  
Bremen, Ohio 43107  
(740) 569-4788  
[http: /BremenVillage.com](http://BremenVillage.com)

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The Village of Bremen, Ohio invites applications for the position of:  
**Seasonal**  
**Full-Time / Part-Time**

**ESSENTIAL FUNCTIONS OF THE POSITION:**

The purpose of this position is to maintain and improve the lands, buildings, thoroughfares. Works under the supervision of the Village Administrator or Fiscal Officer.

The following are examples of the job duties but do not include all the possible tasks to be performed:

(Note — this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

- Perform a variety of landscaping maintenance work; maintain parks and village grounds by mowing grass, trimming, and pruning trees and shrubs, planting, and removing trees and shrubs, edging, weeding, seeding, mulching, and collecting and removing trash.
- Perform a variety of tasks for the maintenance and improvement of village buildings and facilities such as painting, cleaning and sanitizing restrooms, mopping or polishing floors, vacuuming floors, moving furniture, installing signs, clean and repair equipment, unclog toilets, clean and unplug drains, wash windows, replacing light bulbs, replacing furnace filters and regular cleaning of shop.
- Remove leaves from gutters, parking lots, driveways, sidewalks, bikeways, and walkways.
- Maintain playground equipment.
- Operate a variety of power tools and equipment such as sprayer, push mower, zero-turn mower, string grass trimmer and leaf blower.
- Keep all equipment clean, greased, filled with fuel.
- Check oil level in all equipment prior to use.
- Paint machinery, buildings, walls, curbs, catch basins, parking spot lines and hydrants as needed.
- Set up and take down tables, chairs and other equipment for meetings and events.
- Empty and clean all trash cans throughout the village parks.

- Cooperate with other work units and employees of the Village organization to accomplish tasks and projects.
- Help with projects as needed.
- Always reflect a positive image of the Village of Bremen.
- Perform other duties as assigned by the Village Administrator or Fiscal Officer.

**JOB SETTING:**

The duties of this position will be performed indoors and outdoors. The incumbent may encounter any type of environmental conditions: hot, cold, damp, wet, humid, dry, noisy, greasy, odorous, dusty, muddy, sudden temperature changes, etc. The incumbent will be expected to work alone, around others, on a team, under stress, under minimal supervision, under scrutiny of the public, and under deadlines.

**MINIMUM REQUIREMENTS:**

Ability to:

- Read and write letters and numbers in English.
- Understand and follow oral and written instructions in the English language.
- Visually detect and avoid obstructions while operating mower.
- Safely use power equipment and hand tools needed to perform assigned tasks and responsibilities.
- Perform physically demanding tasks for extended periods, often in unfavorable weather conditions.
- Establish and maintain effective working relationships with others.
- Work independently with limited direction given.
- Apply problem solving skills and perform critical thinking.
- Discern when something is wrong or likely to go wrong.
- Apply general rules to specific problems to produce answers that make sense.
- See details at close range (within a few feet of the observer).
- Quickly and repeatedly adjust the controls of a machine to exact positions.
- Work cooperatively with other Village employees.
- Safely work without presenting a direct threat to self or others and comply with OSHA regulations.
- Perform the physical requirements of the job: standing, walking, climbing stairs and ladders, getting in and out of work vehicles, bending, stooping, kneeling, pulling, pushing, lifting, and carrying over 50 pounds, manipulating small objects.
- Exercise independent judgement, and deal with many variables and determine specific action.

**NECESSARY SPECIAL REQUIREMENTS:**

- Pass a pre-employment drug/alcohol screen.
- Pass a criminal background check (if 18 years or older).
- Work evenings, weekends and holidays as needed.
- Ability to meet the physical demands to successfully perform the functions of this position, under the range of environmental conditions as described and characterized above.

### **SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **COMPENSATION:**

The rate of pay and benefits are negotiable, depending on candidate's qualifications, within the range set by the Village Council.

### **HOW TO APPLY:**

To apply, submit a completed application form, plus a properly formatted business cover letter to: Village of Bremen, P.O. Box 127, Bremen, Ohio 43107, or drop it off at the utility billing office located at 9090 Marietta Road SE Bremen, Ohio 43107 between the hours of 9:00 a.m. and 3:00 p.m. The application form can be obtained either at the village office or online at <http://BremenVillage.com>

**The Village of Bremen is an Equal Opportunity Employer**

