



RANDY EVANS, *Mayor*
DAVID SWACKHAMMER, *Director of Public Service / Safety*

CITY OF JACKSON

MEMORIAL BUILDING 145 BROADWAY ST. JACKSON, OHIO 45640
(740) 286-3224 (740) 286-2201

March 17, 2021

The City of Jackson is now accepting applications for the position of SEASONAL (PART-TIME) GENERAL LABOR for City Services. Applications will be accepted until positions are filled.

\$12.00/hour

Maximum 29 hours per week

Maximum 19 weeks per calendar year

Must be minimum 16 years of age, must have a valid driver's license (18 years and older), must be able to pass a drug/alcohol screening, and must be able to work flexible hours. Must be able to perform Essential Functions and must possess Knowledge, Skills, and Abilities listed on the job description.

Employment Application and Job Description can be found at: www.jacksonohio.us

Mail your application to:

City of Jackson, Ohio
ATTN: HR Dept.
145 Broadway Street
Jackson, OH 45640

Email your application to:

hr@jacksonohio.us

Pick-up/Drop off application during regular business hours at:

Memorial Building - 8am - 4:30pm (closed daily 12pm-1pm)
145 Broadway Street, Jackson, OH 45640

Thank you,

Tonia Hatten

Personnel Mgt/Human Resources Mgr.
City of Jackson

Jackson County Apple Festival
Held Annually Third Full Week in September



**JOB ANALYSIS – GENERAL LABORER
CITY SERVICES
PART-TIME - SEASONAL EMPLOYMENT**

\$12.00/hour

Maximum 29 hours per week

Maximum 19 weeks per calendar year

General Purpose

To assist in maintaining the City's infrastructure, properties, facilities and accesses, through activities assigned by the Head of Departments.

Requirements

Must be minimum 16 years of age, must have a valid driver's license (18 years and older), must be able to pass a drug/alcohol screening, and must be able to work flexible hours. Must be able to perform Essential Functions listed below, and must possess Knowledge, Skills, and Abilities listed below.

Essential Functions

This list is not exhaustive and may be supplemented as required by changes in the position requirement.

1. Assists in maintaining City streets and alleys, cemetery, and other City properties, including;
 - a. Assists in black topping City streets, including shoveling asphalt for pothole repair.
 - b. mows grass, trims weeds, rakes and collects leaves
 - c. cleans and digs ditches
 - d. paints street curbs
2. May be required to assist in performing various facility maintenance duties throughout City facilities and Parks when the need arises.
3. Adheres to all safety procedures and assists in identifying unsafe working conditions/hazards and reports immediately to their Department Head.
4. Reports to Street & Alley, directed by Department Head of City Services and performs tasks assigned by Head of Department as needed. Hours of work and work assigned is designated by the Department Head.

Knowledge, Skills, and Abilities

1. Knowledgeable in the use and operation, lawn maintenance equipment, hand tools, etc.
2. Knowledge of work related safety hazards and ability to work safely, following all safety policies and procedures and reports any unsafe practices and/or hazards immediately. Must be alert during operation of equipment with moving parts, i.e., blades on movers.
3. Ability to be a self-starter and can efficiently and effectively work independently. Work load may alternate throughout the day, flexibility in daily work is essential to this position.
4. Demonstrates physical fitness, with heavy lifting up to 75 pounds alone, 76+ pounds with assistance, climbing, and the ability to work in inclement weather.