



JOB DESCRIPTION

Job Title: Summer Student Works Program
Department: Utility and Service Department
Reports to: Utility and Service Superintendent

POSITION SUMMARY:

The Summer Student Works Program is designed to provide students the opportunity to work for the Village of Ashville during the summer break. The responsibilities will include computer data entry, data retrieval, general maintenance, manual labor, and skilled tasks in departments assigned by the department supervisor. The work assignment may be on a continual or intermittent basis.

ESSENTIAL JOB FUNCTIONS

Office Functions

1. Answer telephone courteously, records and communicates messages accurately and completely.
2. Greet visitors in a hospitable, sensitive manner and give appropriate information.
3. Typing, word processor, or Data Entry:
 - A. Correspondence letters, and reports
 - B. Demographic Information
 - C. Other duties as assigned
4. Duplicate office materials as needed.
5. FAX materials as needed.

Maintenance Functions

6. Provides general maintenance/custodial work to village buildings and grounds.
7. Maintains parks and park custodial.
8. Mowing, assisting with departmental operations including brush and leaf removal, etc.
9. Performs manual labor tasks and may be assigned to operate equipment as necessary within incumbent's skill level as determined by competency check.
10. Maintains village buildings and grounds; makes building repairs; paints, mows grass, sweep and mop floors, cleans work area, and performs other building and grounds maintenance task as assigned.
11. Performs all duties in conformance to appropriate safety and security standards as required and assigned.

General Functions

12. Maintain confidentiality in respect to all matters as governed by local Ordinance, State, and Federal Laws.
13. Flexibility in receiving and performing work assignments.
14. Participate in Continuing Quality Improvement.
15. Attend continuing education inservices, as needed.
16. Fosters an atmosphere of teamwork and collaboration by assisting co-workers and other departments as needed and directed.

OTHER DUTIES AND RESPONSIBILITIES

1. Perform special projects and related duties as required or assigned by the Mayor, Village Administrator, and/or designee.

The intent of this description is to provide a representative summary of the major duties and responsibilities performed by staff. Staff may be requested to perform job-related tasks other than those specifically presented in this description.

COMMUNICATIONS

INTERNAL: Full-time Staff, Service Department Superintendent, Village Administrator, and Mayor.

EXTERNAL: Local Community (Ashville Residents), General Community (Residents outside of Ashville), and Phone Contacts.

EXPERIENCE AND QUALIFICATIONS

1. An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities.
 - a. Example: a willingness and ability to learn on the job and demonstrate ability to perform manual labor, skilled and unskilled documented by a competency checklist.
2. Ability to add, subtract, multiply, and divide.
3. Computer (Optional)

PHYSICAL REQUIREMENTS

1. Ability to deal effectively with stress.
2. Work is light lifting and exerting physical effort, equipment may have excessive vibrations.
3. Ability to routinely get into and out of trucks and other equipment.
4. May sit for extended periods of time during operation of equipment.
5. Visual and physical ability to safely operate light motorized equipment, including good reaction time
6. May walk or climb over ditches or other rough terrain, balance, stoop, kneel crouch, crawl, or stand for extended periods of time.
7. Visual / hearing ability sufficient to comprehend written /verbal communication
8. General good health. External applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions, either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Approved _____

Date _____

Approved _____

Date _____

Indicate the level of performance by filling in each line with the appropriate rating. Please review the definitions included with the performance appraisal packet, and mark the rating that matches the employee's performance. For example, a level 3 is the highest possible rating.

CRITERIA BASED STANDARDS

ESSENTIAL DUTIES

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Competency Checklist

Skill	Test	Demonstration	Video	Read	Review
Tractor Use					
Lawn Mower Use					
Common Hand Tool Use - List: Hammer					
Wrench					
Pliers					
Power Tool Use - Listed: Weed Whacker					
Landscaping Tool Use - Listed: Shovel					
Motorized Equipment Use:					
Work Hazards and Safety Precautions and Practices					
Ergo dynamic Ability					
General Equipment Operation					
General Labor Work Methods					
Work under uncomfortable/ adverse conditions					
Office Support					
Computer Use					