

**Job Title:** Part-Time Buildings & Grounds Employee

**Location:** Glenbeulah, Wisconsin

**Job Overview:**

The Village of Glenbeulah is seeking a dedicated and reliable Part-Time Buildings & Grounds Employee to assist in the upkeep and maintenance of public facilities and grounds within the village. The ideal candidate will have a strong work ethic, attention to detail, and a commitment to ensuring the safety and cleanliness of our community spaces.

**Key Responsibilities:**

1. Perform routine maintenance tasks such as mowing, trimming, and edging of grass in parks, public areas, and along roadways.
2. Assist with snow removal operations during winter months, including plowing, shoveling, and applying salt or sand as necessary.
3. Assist in maintaining the cleanliness and appearance of village-owned properties, including buildings, sidewalks, and parking lots.
4. Perform minor repairs and maintenance tasks on equipment, facilities, and infrastructure as needed.
5. Conduct regular inspections of facilities and grounds to identify maintenance needs or safety hazards.
6. Assist with setup and cleanup for village events, elections, and other community activities as directed.
7. Operate and maintain tools, equipment, and vehicles in a safe and efficient manner.
8. Follow all safety protocols and procedures to ensure a safe working environment for yourself and others.
9. All other duties as designated by the village president and/or trustees.

**Qualifications:**

- High school diploma or equivalent.
- Prior experience in maintenance, landscaping, or related field preferred.
- Ability to operate common maintenance equipment such as lawn mowers, trimmers, and snow removal equipment.
- Valid driver's license with a clean driving record.
- Ability to work independently with minimal supervision and as part of a team.
- Excellent communication skills and the ability to interact professionally with village staff and residents.
- Physical ability to perform manual labor and lift heavy objects.

**Schedule:**

This is a part-time position with flexible hours. The typical work schedule will include approximately 20-25 hours per week, with the possibility of additional hours during peak seasons or special events.

**How to Apply:**

Interested candidates should submit their resume to [adetroye@glenbeulahwi.gov](mailto:adetroye@glenbeulahwi.gov) by May 24, 2024. Please include "Village Employee" in the subject line.

Village of Glenbeulah is an equal opportunity employer and encourages candidates from diverse backgrounds to apply.