

Clark Borough – Summer Help Position(s)

JOB TITLE: SUMMER HELP (STUDENT)

REPORTS TO: Mayor of Clark Borough (Daily to Road Foreman)

RELATED TIME FRAME: JUNE 14, 2021 through August 20, 2021

POSITION PURPOSE AND OBJECTIVES: This is a manual labor position and will perform routine manual tasks for the Borough of Clark. Position will work primarily in parks maintenance, and other related areas. Work involves the use of manual tools and some power operated tools (Lawn tools and implements, trimming equipment, and lawn equipment). Individuals must be able to safely work in the areas of landscaping, manual lifting, and other areas as assigned.

ESSENTIAL JOB FUNCTIONS:

- Works as directed in cleaning of Borough Property
- Performs landscaping work, cuts grass and weeds with a tractor, mower or weed cutter, plants flowers, and trims shrubbery
- Performs routine maintenance of Borough parks and playgrounds
- Cleans sidewalks and the buildings
- Cleans Borough vehicles and Social Hall area
- Performs street patching and pothole repair
- Performs other duties as assigned by the Mayor of Clark Borough and/or Road Foreman

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Preferably has some knowledge of Landscaping, Mowing, and manual tasks.
- The ability to understand and follow written and oral instructions; to follow established safety precautions; to perform moderate manual labor for prolonged periods in various situations and climatic conditions; to operate all types of manual and power operated tools.
- Ability to establish and maintain a good working relationship with co-workers and the public; to meet the public courteously; to give and obtain information when requested.
- APPLICANT MUST BE ABLE TO PRESENT WORKING PAPERS AND **MUST BE A RESIDENT OF CLARK BOROUGH.**

RATE OF PAY AND HOURS:

- The position(s) will be paid an hourly rate of \$13.00/hour
- Schedule may vary week to week based on the work planned. Council has approved approximately 192 hours for summer help.
- Employment will end at the discretion of Clark Borough Council at the advisement of the Mayor.

Individuals interested in this position should submit a letter of interest no later than May 28, 2021 and a resume of your skills and abilities as well as your work history to clark@neohio.twcbc.com or you can drop them off at the Borough Office Monday, Wednesday or Friday between 9am – 1pm.