

Village of Bonduel
Job Description

Part Time: Saturday 8:00am-Noon

Department: Municipal Operations

FLSA: Non-exempt

Position: Recycling Site Operator

Reports to: Director of Municipal Operations

Position Summary:

Supervised use of the Recycling Site by citizen from the community to ensure that all materials brought to the site are disposed of properly and that any materials not approved for disposal are not accepted. Assists citizens unload heavy or large loads. Responsible for basic maintenance of equipment and keeping site clean. Interacts with citizens to answer questions and address concerns they have regarding recycling and trash policies and issues.

Required Knowledge, Skills, and Abilities:

Ability to communicate one-on-one with citizens and to enforce the site rules and regulations.

Ability to work unsupervised and primarily alone.

Physical Demands and Work Environment:

While performing the duties of this job the employee is regularly required to lift and/or move up to 50 pounds. The employee is required to work in all types of outside weather conditions. The employee may potentially be exposed to toxic or caustic chemicals that may be unknowingly contained in materials brought to the site for disposal. Employees shall comply with all applicable provisions of the "Village of Bonduel Personnel Handbook".

Village of Bonduel
Job Description

Part Time: 3 Hours per week

Department: Municipal Operations

FLSA: Non-exempt

Position: Village Hall Custodian

Reports to: Director of Municipal Operations

Position Summary:

Conducts weekly cleaning of village hall, municipal operations building and police department to include all offices, common areas and latrines. Responsibilities include but not limited to sweeping, mopping, dusting, vacuuming and scrubbing

Required Knowledge, Skills, and Abilities:

Ability to work unsupervised and primarily alone.

Physical Demands and Work Environment:

While performing the duties of this job the employee is regularly required to conduct general cleaning. Employees shall comply with all applicable provisions of the "Village of Bonduel Personnel Handbook".