

The Village of Kingston is now hiring for the position of Village Administrator

This is mostly a maintenance position which operates without direct supervision, providing routine care for all village properties and equipment such as our water system, streets and alleys, village parks, the lagoon and village buildings.

Qualified candidates must be dependable, self-motivated, and able to follow detailed instructions while maintaining good record of tasks performed daily. Applicants must be able to pass a drug test and background check, possess a valid Ohio drivers license and a high school diploma or equivalent. This position requires outdoor work in extreme weather such as heat, cold temperatures and precipitation. Other requirements are availability to be on call 24/7 for emergency situations.

The village administrator should have thorough knowledge of plumbing and electrical repair. Mechanical knowledge is a plus but not required. The administrator must possess the ability to operate and maintain mowing equipment such as a zero-turn mower, string trimmer and sprayer. Must be able to use a trailer to transport equipment to various village properties and have the ability to operate a chainsaw safely. This position requires the employee to be able to plow snow and use a salt spreader. Patching potholes, painting, general cleaning and emptying village trash cans are also important duties of this position.

The administrator is responsible for reading water meters monthly and ensuring they are all in good working order. The administrator must also respond promptly to calls from the public and offer aid in emergency situations. This could include shutting off water supply or scheduling a third-party contractor to assist in a repair. Some of this may occur after normal business hours. It is also the responsibility of the administrator to communicate well in person, through email or by phone with the EPA, operators on record for sewer and water, contractors, repair shops, part time employees and the council members. This position description in no manner states or implies that these are the only responsibilities to be performed.

Starting salary for a qualified applicant will be \$1500 paid twice per month. Sick days and vacation time will be available after a 90-day probation period. Other benefits can be discussed prior to employment.

Normal hours of daily operation are 8:00 am to 5:00 pm with a one-hour lunch break. These hours can be flexed to meet the personal needs of the employee if necessary.

Qualified candidates can apply by submitting a resume and/or a letter of interest to Mayor Eric Lloyd's email: ericlloyd_214@yahoo.com

The Village of Kingston is an equal opportunity employer.