

The Town of Coyle

Mowing/Tree Removal/Street Maintenance

This is a part time position at 20 hours per week, with any additional time requiring prior approval from the Board. The descriptions below are meant to provide the general nature of the position.

General Duties:

1. Keep all Town Properties mowed, weed eaten and edged
 - a. Town Hall
 - b. Town Park/Ball Fields
 - c. Maintenance Shop/Fire Department/Depot
 - d. Museum
 - e. Memorial Park
 - f. Water Tower Lot
 - g. Lagoon Irrigation Fields
 - h. Water Treatment Building
 - i. Entrances to Town
 - j. Cemetery
2. Trim and Haul off Trees/Tree Limbs as Needed
3. Brush hog Town ditches as needed
4. Perform any additional duties as requested

Street Maintenance:

1. Maintain streets as needed, including but not limited to snow removal in foul weather, patching, etc.
2. Replace signs as needed, including but not limited to stop signs and street signs
3. Clean out ditches to aid in stormwater drainage

Knowledge, Skills, and Abilities:

1. Ability to follow oral and written instructions.
2. Ability to establish and maintain effective working relations with co-workers, other agencies, and the public.
3. Ability to perform physical requirements of the job duties.

Education, Certification, and Experience Requirements:

1. Must have a valid Oklahoma Driver's License and driving record must meet or surpass guidelines as set forth by the Town of Coyle.
2. Applicants must possess a high school diploma or equivalent.