

VILLAGE OF FIFE LAKE

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The Village of Fife Lake has an opening for a Department of Public Works (DPW) Assistant (Part-time) - Fife Lake, MI

The DPW Assistant is responsible for providing support to the DPW team in maintaining the town's infrastructure and facilities. The Assistant will work under the supervision of the DPW Supervisor and will be based in Fife Lake, MI. The position requires a flexible schedule, with the ability to work weekends and/or evenings as needed up to 20 hours weekly. The wage range for this position is \$17-\$20 per hour.

Responsibilities:

- Assisting in routine maintenance and repair work on public facilities and infrastructure, such as roads, sidewalks and public spaces.
- Supporting the DPW team in snow removal and rapid response operations, including early morning start times in winter
- Operating equipment, such as lawn and snow equipment, in a safe and efficient manner
- Performing manual labor, such as digging, lifting, and carrying heavy objects
- Maintaining accurate records and reports of daily activities and equipment usage

Requirements:

- High school diploma or equivalent
- Valid driver's license and ability to operate vehicles and equipment
- Physical ability to perform manual labor tasks, including lifting heavy objects (> 50 Lbs.)
- Strong communication and interpersonal skills
- Ability to work well in a team environment
- Safety oriented with knowledge of lawn and snow equipment operations

The part-time DPW Assistant position is an excellent opportunity for individuals seeking to advance in public works and community service. The competitive wage range of \$17-\$20 per hour, combined with the opportunity to work in a safety-oriented environment and gain hands-on exposure with lawn and snow equipment, makes this a desirable position for those looking to earn a steady income while acquiring valuable skills and knowledge.

Village Clerk

1/05/26