



Village of Baroda

Treasurer Position

The Village of Baroda is currently looking to fill a Part-time Treasurer position. This is an incredible opportunity to work in the wonderful community of Baroda. This position is a great opportunity to work in Government accounting.

Job Description

The Treasurer position work closely with the President and Clerk to maintain the Village budget, balance the day-to-day operations, collect Taxes, and perform general accounting. The Treasurer is required to attend and participate in monthly Village Council meetings to provide reports and answer questions that Trustees might have.

Hours and Pay

The proper candidate must be able to work during regular business hours and will work up to 16 to 20 hours a week depending on workload and demand. Hours may exceed 20 hours during the training period. The hours for the Treasurer are not fixed and can be set between the new hire and their supervisor. The pay for the Treasurer starts \$18.00 an hour.

Qualifications

- High School Diploma or Equivalent
- Valid drivers license
- Basic math skills
- Basic knowledge of computers and ability to learn accounting software (BS&A)
- Have a good work ethic, is self-motivated to manage their work
- Strong written and verbal communication

Benefits

This position is part-time employment with no benefits currently.

Applying

If this exciting job opportunity is right for you, please submit your resume by either:

1. Email your resume to Clerk@barodavillage.org
2. Mail your resume to P.O. Box 54, Baroda Mi 49101
3. Or if you would like to drop it off at 9091 First Street Baroda.

Note: if the office is closed there is a grey drop box located on the north side of the building between the fire station.

The Village of Baroda is an equal opportunity employer!



Village of Baroda
Department of Public Works
Job Description

The Village of Baroda is currently looking for a full time DPW technician. This is an incredible opportunity to work in a wonderful community. For someone looking for a variety of different types of work and who enjoys working outdoors this is a great position for you. Some of the most common types of jobs include but are not limited to:

Snowplowing, lawn mowing, general maintenance on equipment, water and sewer system repairs/maintenance, operating heavy equipment, picking up yard waste, putting up seasonal decorations, respond to public works emergencies, and occasional pothole filling.

Abilities, skills, and requirements.

- High School diploma or equivalent.
- Valid driver's license and CDL B with air brake endorsement or ability to obtain one.
- Basic math skills.
- Ability to operate different types of equipment like front end loaders and backhoes.
- Experience in related fields such as construction trades, maintenance, heavy equipment operations, etc.
- Basic knowledge of tools and small equipment such as lawn mowers and string trimmers.
- Ability to read and understand maps, blueprints, manuals, and repair procedures.
- Able to work well and effectively with other employees, contractors, regulatory agencies, and village officials, and village residents.
- Capable of working in a sometimes stressful environment, and emergencies such as power outages.
- Have a good work ethic, motivation, and self-managing.
- Able to manage time effectively.
- Document maintenance and other work logs.
- Willing to work in cold, wet, dirty, or hot environments.

Compensation.

Starting pay will be based on experience and a benefits package which includes, life insurance, health insurance, dental insurance, paid time off, 457(B) retirement plan, and potential for paid training and pay increases for certain licenses/certifications beneficial to the village.

Scheduled work hours.

Normal work hours are Monday to Friday 7AM to 3PM and possible overtime or weekend hours dependent upon weather, emergencies, or special events. Snow plowing hours are normally 4AM to 12PM but may vary.

Work environment and physical demands.

While performing the duties of this job, the employee is regularly required to stand and walk. The employee frequently is required to use hands to handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move items ranging from light to very heavy in weight in excess of fifty pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception. While performing the duties of this job, the employee's environment can range from vehicle operation to work intensive construction projects. The employee is regularly exposed to moving mechanical parts and/or heavy equipment, outside weather conditions, and vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment ranges from moderate to very loud. The employee is required to do all of this in every type of weather conditions, including extremely adverse weather conditions, extreme heat and severe cold weather and will be required to use the proper personal protective equipment.

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Village of Baroda Offices

PO Box 54, Baroda, MI

(269) 422-1779

Email: Clerk@barodavillage.org

The Village is an Equal Opportunity Provider and Employer.