

The City of Wooster
Maintenance Worker I (multiple openings) – Full-time Classified Position
Monday through Friday, 1st shift position
Starting pay - \$19.37/hr

The Maintenance Worker I performs manual tasks requiring skill to use small motorized equipment and some large equipment. This position performs a variety of manual duties that require physical strength and endurance.

Applicants must meet the following:

MINIMUM QUALIFICATIONS: Qualified candidates must have a high school diploma or equivalent and a valid motor vehicle license issued by the State of Ohio. Must meet insurability guidelines. Must have or be able to obtain within 90 days of hire a valid Class B Commercial Driver's License issued by the State of Ohio. Prior work experience in performing semi-skilled maintenance tasks (Please refer to complete job description for details of other requirements)

EXAMINATION PROCESS: An assembled Civil Service Examination will be administered for this position. Testing will be held on Saturday, March 4th at 9am or Tuesday, March 7th at 9am or Thursday, March 9th at 4pm. Testing will take approximately 2 hours. Applicants meeting minimum qualifications will be scheduled for one of these sessions based upon available seating. Passing applicants on the civil service examination will be placed on a Civil Service eligible list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications and remain on the eligible list. Such examinations may include, but not be limited to: psychological and/or psychiatric examination, CVSA examination, drug screen, background investigation, personality assessment and personal interview. The duration of the list will be one year or until exhausted.

A detailed job description and application can be found at <https://www.woosteroh.com/human-resources/careers>. The application deadline is February 27, 2023.

Special auxiliary aids for handicapped persons are available upon request. At least five (5) days' notice is required prior to the Civil Service Examination. Requests must be made to the Human Resources Division 330-263-5254 during regular working hours.

EQUAL OPPORTUNITY EMPLOYER
F/M/H
WOMEN AND MINORITIES ENCOURAGED

The City of Wooster
Job Description
An Equal Opportunity Employer

JOB TITLE:	Maintenance Worker I	CLASSIFICATION:	Classified
DIVISION:	Public Property Maintenance (PPM)	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Public Works	PAY SCHEDULE:	WEA
POSITION CONTROL:		PAY GRADE:	3w
REPORTS TO:	Supervisor	MINIMUM RATE:	\$ 19.37 / Hr.
SUPERVISES:	n/a		

Job Summary

The Maintenance Worker I performs manual tasks requiring skill to use small motorized equipment and some large equipment. This position performs a variety of manual duties that require physical strength and endurance.

Essential Job Functions and their Measure

1. Responsible for performing manual labor related to the maintaining city owned facilities
 - a. Operates equipment such as pickup truck, dump truck, loader, hand and riding mowers, chain saw, jackhammer, hedge trimmers, tractors and other such related equipment
 - b. Maintains landscaping of city property; i.e. weed, prune, seed, slice, fertilize, spray, mow, trim as needed
 - c. Performs asphalt and concrete repairs to streets and sidewalks, assists with water and sewer repairs
 - d. Maintain and clean, mop, vacuum, shampoo, wax and buff floors; windows, walls and ceilings as assigned
 - e. Responsible for removal of snow and ice from street, parking lots, sidewalks and other assigned areas
 - f. Lead and direct seasonal crews as assigned
 - g. Repair and maintain city pavilions, pools, and buildings
 - h. Performs general functions on a computer for training, email, payroll, etc.
 - i. Performs other duties as assigned
2. Responsible for effective verbal, written and electronic communication
 - a. Communicates status of workload to Supervisor and/or Manager
 - b. Notifies and follows-up with Supervisor for needed materials and repairs
 - c. Writes legibly, maintains accurate information, and uses proper spelling, grammar
 - d. Communicates information accurately and timely
3. Demonstrates compliance with the City of Wooster safety rules
 - a. Operates equipment and vehicles safely and without at-fault accidents
 - b. Actively works to maintain a safe physical environment for self, coworkers and the public
 - c. Utilizes appropriate protective devices as needed

Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

Education and Formal Training

- High School Diploma or equivalent required
- Valid motor vehicle license issued by the State of Ohio is required
- Must have or be able to obtain within 90 days a valid Class B Commercial Drivers License issued by the State of Ohio. Must meet insurability guidelines.

Work Experience

- Prior work experience in performing semi-skilled maintenance tasks

Knowledge, Skills & Abilities Required

- Knowledge of traffic and safety rules and accident prevention practices
- Ability to operate and maintain small and some large equipment
- Ability to perform heavy manual work
- Must have general computer knowledge for training, email correspondence, etc.
- Ability to safely operate all equipment under all types of weather conditions
- Ability to understand and follow oral and written instructions
- Must have mechanical reasoning and basic mathematics knowledge

Physical Requirements

- Ability to regularly lift and/or move 65 pounds
- Duties require constant use of vision, hearing, speaking, standing, walking, reaching, gripping, holding, sitting, stooping, kneeling, and climbing
- Sufficient mobility and dexterity of both arms (or mechanical substitutes) to safely operate power equipment
- Ability to work in all weather conditions including wet, humid, extreme heat, etc.
- Occasional required to work in high, precarious places; exposed to risk of electrical shock, odorous vapors, harsh chemicals; handling of explosive, contaminated or infectious materials; confined spaces

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

I have received, read and understand the Position Description above.

Employee Signature: _____ Date: _____

Director of Administration Signature: _____ Date: _____

Human Resources Manager Signature: _____ Date: _____