

JOB VACANCY ANNOUNCEMENT

DATE ISSUED: January 2, 2024
TITLE: Public Works Maintenance Worker
STATUS: Full-time
DEADLINE: Open until filled



The City of Springdale is accepting applications for the full-time position of Maintenance Worker in the Springdale Public Works Department. Applications will be accepted at the City of Springdale Municipal Building located at 11700 Springfield Pike, Springdale, Ohio 45246 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday or via email at human-resources@springdale.org.

Application packets are available at the Springdale Municipal Building, online at <https://www.springdale.org/media/7076>, or by scanning the QR code at the top of this announcement.

APPLICATION DEADLINE: This position is open until filled.

FULL-TIME MAINTENANCE WORKER PAY RANGE

Step A	Step B	Step C	Step D	Step E	Step F	Step G	Step H
\$23.78 per hour	\$24.97 per hour	\$26.21 per hour	\$27.53 per hour	\$28.90 per hour	\$30.35 per hour	\$31.86 per hour	\$33.46 per hour

BENEFITS

Benefits for full-time employees include health, dental, vision, and life insurance coverage; State pension through the Ohio Public Employees Retirement System (OPERS); deferred compensation options to save for retirement; confidential employee assistance program; sick, vacation, holiday, and compensatory time; tuition reimbursement of \$3,000 per year; longevity pay after 5 years of service with the City; and Community Center membership.

REQUIRED EDUCATION/EXPERIENCE

Candidates must be a high school graduate or equivalent (G.E.D.) and have ability to obtain a minimum of a Class B Commercial Driver's License (CDL) with airbrake endorsement within six (6) months of employment and retain it throughout course of employment with the City.

ADDITIONAL INFORMATION

Please do not contact the City regarding your status in the hiring process. You will be contacted as appropriate if you are selected to move forward. If you are scheduled for any portion of the process, it is your responsibility to appear at the scheduled time, date, and place. Failure to appear will be considered voluntary withdrawal from the selection process.

It is your responsibility to inform the Human Resources Office in writing of any change in contact information.

STEPS IN THE HIRING PROCESS

Application

All applicants must complete a City of Springdale application packet to be considered for the position. Completed applications may be returned in person to the Human Resources Office at the Springdale Municipal Building, 11700 Springfield Pike, Springdale, OH 45246 between the hours of 8:30 a.m. and 4:30 p.m. EST, Monday through Friday, or via email to human-resources@springdale.org.

Initial Oral Interview

Following a review of applications, selected candidates will be offered an oral interview.

Background Investigation

Applicants who are selected to receive a conditional offer of employment will be scheduled for a background investigation. The investigator will check your personal references, your criminal history, your employment record, your credit history, and other background information.

Medical Examination (PASS/FAIL)

Applicants receiving a conditional offer of employment will be required to successfully pass a drug screen as well as complete a physical examination designed solely to determine physical ability to perform the duties of the position being offered.

JOB PURPOSE and RESPONSIBILITIES

The Maintenance Worker is responsible for performing semi-skilled maintenance tasks in any City Department where such services are required, such as maintaining facilities in safe operating condition, addressing immediate operational and/or safety concerns, and ensuring the availability of adequate materials to complete assignments in a timely manner.

Maintenance Workers perform diverse tasks that fall into the following categories:

1. Street Maintenance: Crack sealing, concrete / asphalt patching, street sweeping, catch basin cleaning / repair
2. Building Construction
3. Traffic Control
4. Landscaping
5. City Services: Chipping, leaf collection, bus shelter maintenance, litter control, snow and ice control

TYPICAL TASKS

The duties listed below are intended to be illustrations of the various types of work that may be performed. The omission of specific statements of duties does not excluded them from the position if the work is similar, related, or a logical assignment to the position.

1. Performs various maintenance tasks in accordance with established procedures and performance standards, such as pothole patching; crack sealing; tree trimming; manhole repairs; concrete work; fence installation and repair; mowing and trimming of grass; trash pickup; creation, installation, and repair of street signs, overhead signs, and guardrails; curb repair; and painting of traffic lines on streets and parking lots
2. Properly uses safety equipment and follows established safety procedures
3. Maintains and installs traffic control devices including, but not limited to, traffic paint, overhead signs, street signs, signals, and guardrails
4. Operates light and heavy equipment and vehicles, ranging from walk-behind mowers to dump trucks
5. Uses construction skills to complete rough and finish carpentry, drywall, concrete, asphalt, underground utilities, grading, electric, and plumbing
6. Performs facility maintenance duties including, but not limited to washing windows, painting interior and exterior walls, replacing floor and ceiling tiles, replacing light bulbs, repairing fixtures, making minor repairs to heating and air conditioning systems, mopping and waxing floors, cleaning restrooms, picking up litter, and emptying trash cans
7. Performs landscaping duties including, but not limited to installing and removing plants, cutting grass, fertilizing, pulling weeds
8. Safely operates various hand tools and small equipment including, but not limited to drill presses, generators, water pumps, jackhammers, compressors, chainsaws, axes, and topping shears
9. Maintains, inspects, cleans, waxes, and makes minor repairs to vehicles and equipment
10. Performs snow and ice control on City property and rights-of-way
11. Occasionally supervises seasonal employees when they are assigned to work in the Department
12. Completes all required forms and paperwork
13. Attends classes, schools, or specialized training as approved or required by the Director of Public Works
14. May occasionally have supervisory capacity over seasonal employees
15. Performs any and all other duties as assigned in an efficient and timely manner

QUALIFICATIONS

This is not an exhaustive list. Any one position within this classification may not include all of the knowledge, abilities, and skills listed nor do the listed examples include all of the knowledge, abilities, and skills which must be possessed.

Must be a U.S. citizen; must have obtained a high school diploma or General Education Degree (G.E.D.) equivalent; and must obtain a minimum of a Class B Commercial Driver's License (CDL) with airbrake endorsement within six (6) months of employment and retain it throughout course of employment with the City.

Must have the ability to:

1. Perform a variety of heavy physical labor including climbing ladders, bending, kneeling, reaching, and standing for extended periods
2. Work under occasionally adverse weather conditions
3. Lift and carry boxes, tools, equipment, and materials
4. Take apart machines, equipment, or devices to remove and replace defective parts
5. Use common tools such as hammers, hoists, saws, drills, and wrenches
6. Develop and maintain effective working relationships with coworkers
7. Respond to emergency situations at any time, day or night, with no restrictions

Maintenance Workers must have knowledge of building and grounds maintenance methods, tools, materials, and supplies; experience performing routine maintenance; strong organizational and follow-up skills; strong attention to detail; professional presentation and attitude; and strong time management skills.

WORKING CONDITIONS

Maintenance Workers often work with hazardous equipment and in hazardous situations. Injuries are possible from electrical shocks, cuts, or falls. They are often exposed to unusual or harsh elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and loud noises. They frequently work in high places, such as on ladders and roofs.

PHYSICAL REQUIREMENTS

Significant physical activity is required to frequently walk, sit, climb, balance, stoop, bend, kneel, crouch, crawl, push, pull, lift, grasp, and feel. Must be able to constantly lift objects weighing up to 50 pounds, to often lift 50-75 pounds, and to occasionally lift 75-100 pounds; to stand or walk for a minimum of eight (8) hours a day; and to work at heights of up to forty (40) feet.

DIRECT REPORTS

None