



Job Vacancy Announcement

Service Worker

Description

The City of the Village of Indian Hill, Ohio will conduct a Civil Service Examination to establish an eligibility list for the position of Service Worker in the Public Works Department.

The Service Worker position is a full-time, hourly position eligible for overtime. The Service Worker performs a variety of entry-level, semi-skilled tasks related to public infrastructure and services such as maintaining roads, parks, and facilities, and the performance of solid waste and recycling collection. Applicants will be required to work scheduled on-call and perform periodic paid emergency call-outs with the expectation of reporting to work within 60 minutes of being contacted.

Essential Duties and Responsibilities

- Performs collection of solid waste and recycling materials through the use of automatic lift equipment, and manual manipulation of carts and bins. Also, required to retrieve spillage by hand and put into truck. Drive routes and collect garbage, recycling, yard waste, special items.
- General road and right-of-way maintenance: removing roadside litter, blacktopping & asphalt, roadside mowing, etc.
- Winter road maintenance: Plowing snow, salting and treating roadways with liquids.
- Installs and repairs guardrails, making and posting roadside signs.
- Performs removal of brush and trees, residential brush removal.
- Grounds maintenance at municipal properties: grass mowing, lot maintenance, signage, etc.
- Prepares and applies mixes such as sand, cement, sealant and de-icing chemicals.
- Traffic details: flagging traffic, safely directing traffic at work sites. Setup barricades for parades, detours, and maintenance operations.
- Performs all tasks related to the restoration or improvement of infrastructure (i.e., installing drainage ditches, parking lots, curb and gutter, concrete, asphalt, maintenance of athletic fields, bridle trails, etc.).
- Loads, unloads, and secures materials and equipment from trucks using several methods, i.e., hand, or by using various loading equipment.
- Performs daily inspection and maintenance checks on vehicle(s) and machinery/equipment used; and performs adjustments and minor service work on vehicle(s) and equipment/machinery used such as cleaning, washing, greasing, lubricating.
- Assists Foreman regarding machinery and equipment capabilities to accomplish specific job site needs.
- Responds to overtime call-in or calls, as needed for emergencies, 7 days per week, 24 hours per day.

Knowledge, Skills and Abilities

- Must be able to work well as a team member and to relate effectively with members of the public.
- When contact with public is required, ability to maintain a courteous and helpful attitude.

- Ability to perform manual labor tasks for an extended period of time.
- Must be able to follow specific and general instructions, learn and follow standard safety practices and procedures inherent to operating equipment and performing job responsibilities.
- Knowledge of safe operation, maintenance, adjustments and minor services of various vehicles and equipment in an acceptable manner (e.g., oil, grease) and assist in the maintenance of equipment.
- Ability to follow oral and written instructions.
- Ability to perform simple mathematical calculations.
- Ability to exercise sound judgment.
- Ability to maintain home or mobile telephone service for notification of emergency duty.
- Ability and willingness to respond to varied work assignments, flexible working hours including evenings, nights, weekends and/or holidays for emergency call-ins.

Required Education and Experience

High school diploma or equivalent, with a minimum of one year of experience performing manual labor in a related field such as public works, maintenance, groundskeeping, or construction. Prior experience in the operation of trucks, light motorized equipment, and various public works machinery is preferred.

Licenses and Certifications

- Must possess a valid Ohio Class A Commercial Drivers' License (CDL) with a tanker endorsement, or have the ability to obtain one within twelve (12) months of the date of hire.
- Must obtain a Commercial Learner's Permit (CLP) within ninety (90) days of the date of hire.
- Must possess a valid Commercial Applicator's License issued by the Ohio Department of Agriculture, or have the ability to obtain within twelve (12) months of the date of hire.

Tools and Equipment Used:

Light duty to heavy-duty trucks; light to heavy equipment such as backhoe, excavator, skid steer, loader, dump truck, snow plow, and solid waste collection truck; various hydraulic powered hand tools, chain saws and other hand powered and non-powered hand tools; mowing equipment, string and hedge trimmers, welder and other similar maintenance equipment; two-way radio.

Physical Requirements and Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Generally, requires physical effort to stand, bend, stoop, kneel, crawl, climb, push, pull, carry, lift and walk. Heavy to Very Heavy work involves occasionally lifting, carrying, pushing or pulling objects, equipment and supplies 50 to 100 lbs. or more and frequently lifting, carrying, pushing or pulling objects, equipment and supplies 25 to 50 lbs. Must be able to constantly lift, move or carry up to 10 to 20 lbs. Required to regularly use hands, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee occasionally works in high or confined spaces and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals; proper protection will be provided and worn per the recommended guidelines. The noise level in work environment will vary and at times may be loud; proper hearing protection will be provided and worn per the recommended guidelines. Must be able to smell. Requires ability to communicate verbally in person and via telephone; must be able to hear to perceive information at normal spoken word levels. Requires frequent travel by vehicle

and driving to local and distant work sites. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. Work is frequently performed outdoors in inclement weather at Village facilities and work sites. Requires dexterity to walk over uneven terrain and unfamiliar terrain. Requires ability to work extended and flexible hours (to include nights and weekends).

Job Benefits

Competitive hourly rate of \$30.02 to \$40.87, depending on qualifications, with an excellent benefit package.

Current benefits include:

- Participation in the Ohio Public Employees Retirement System
- Deferred Compensation Plans
- Comprehensive Health, Dental, Vision with employer contribution to Health Savings Account
- Employer paid Basic Life & AD&D in the amount of 1X salary up to a maximum of \$75,000
- Access to onsite workout facility and access to Beacon Tactical Performance and Rehabilitation Program/Employee Wellness Program
- Employee Assistance Program
- Education Assistance through Tuition Reimbursement
- 12 Paid Holidays
- Paid leave, including vacation, personal, sick and compensatory time
- Longevity pay annually after 5 years of service with the Village
- Years of service credit for those candidates who have prior service with other governmental units for vacation leave and eligibility to transfer up to 960 hours of unused sick leave with written verification from previous employer
- Supplemental Retirement Plan

Application Process

Qualified applicants are required to submit a completed application for employment no later than 4:00 p.m. EST on Friday, October 31, 2025. Original signature is required on any paper application form submittals. It is the responsibility of the applicant to carefully list all pertinent experience, training and certifications. All documents may be submitted electronically through the Village's website (<https://indianhill.gov/employment>) mailed or delivered to the attention of:

Jessica Chaney
Director of Administrative Services
Village of Indian Hill
6525 Drake Road
Cincinnati, OH 45243
(513) 561-6500
jchaney@indianhill.gov

Qualified applicants meeting the minimum qualifications will be contacted. All finalists will be subjected to a comprehensive background check and the selected candidate will be required to complete a pre-employment drug screening and physical examination.

Any established eligibility list is valid for a period of up to one year from date of certification.

The City of the Village of Indian Hill is an Equal Opportunity Employer