



City of Bellbrook

Employment Opportunity

Maintenance Worker 3

The City of Bellbrook is currently accepting applications for the full-time position of Maintenance Worker. This is an entry level position in the City of Bellbrook Service Department. This position performs various duties including water system, street, storm sewer, and facility maintenance. Additional duties include snow removal and grounds maintenance. The department serves a community of 7,000 residents within the city and an additional 2,000 residents in the Township through their water service connections.

Requirements include: high school diploma or equivalent, ability to perform heavy physical labor in all types of outdoor weather using a variety of tools and equipment, ability to work overtime for emergencies or special events, ability to work closely with others in a team environment and interact well with the public. Experience in related field of work preferred, strong equipment skills preferred, ability to obtain State of Ohio Commercial Driver License required.

A job description can be found on the Employment Opportunities page on the city's website at www.cityofbellbrook.org or contact Human Resources at 937-848-4666.

Starting range: \$19.39-\$24.28 dependent on qualifications. Position includes excellent benefits.

Interested candidates should mail or e-mail a cover letter, resume, and completed employment application to jobs@cityofbellbrook.org. Review of applications to begin August 9th, 2024.

Drop off or Mail:

15 E. Franklin Street
Attn: Human Resource
Bellbrook, OH 45305

Equal Opportunity Employer

June 4th, 2024

CITY OF BELLBROOK

JOB DESCRIPTION

Title: Maintenance Worker 3
Department: Service
Status: Non-exempt
Effective Date: May 31, 2024

Job Summary

Maintenance Worker 3 is an entry level position in the City of Bellbrook Service Department. This position performs various duties including water system, street, storm sewer, and facility maintenance. Additional duties include snow removal and grounds maintenance.

Supervision

This position is appointed by the City Manager with supervision by the Service Director and/or the Service Foreman. This position may receive technical or functional supervision from a Maintenance Worker 1 or 2.

ESSENTIAL DUTIES:

Essential duties are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- It is the responsibility of every employee to represent the City of Bellbrook by responding to the public, citizens, its employees, and others promptly, professionally, and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating all relevant equipment, systems, and motor vehicles safely, ethically, and legally while on City business.
- Responsible for all duties as described in the Charter and Ordinances of the City of Bellbrook.
- Performs work on the water distribution system including: installing water service taps, meters, valves, fire hydrants, and services fire hydrants.
- Performs work on public streets, sidewalks, and storm sewers including: installing and repairing asphalt and concrete, manufacturing and installing signs, tree trimming and removal, cleaning and repairing catch basins, and snow removal.
- Assists in stormwater site inspections.
- Performs maintenance on city grounds including: landscaping, construction, and other tasks.

- Operates equipment and vehicles including: heavy trucks, backhoes, street sweepers, or similar equipment and vehicles. Other equipment includes standard power tools and hand tools.
- Participates in training including: best practices, safety, and other construction and maintenance related subjects.
- Responds to off-duty emergency calls as needed.
- Other duties as assigned.

Knowledge, Skills and Abilities

- Ability to develop knowledge of the methods, materials, and equipment used in facility and infrastructure maintenance work.
- Ability to develop the knowledge of the safe and correct use of tools and equipment common to facility and infrastructure maintenance work.
- Ability to develop the knowledge of hazards and generally accepted safety standards.
- Ability to drive motor vehicles and operate commercial vehicles.
- Ability to perform skilled maintenance and construction on a variety of subjects including: infrastructure and city grounds.
- Clear written and verbal communication skills.
- Ability to prioritize tasks and manage time.
- Excellent customer service and organizational skills.
- Work well in a team environment.

PERFORMANCE APTITUDES:

- **Physical Ability:** Tasks require the ability to exert physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of moderate weight (generally 150 pounds and less). Tasks may involve maneuvering in uneven or tight spaces including but not limited to culverts, trenches, stairways, closets, basements. Tasks may involve indoor and outdoor work. Tasks may involve extended periods of time in standing position. Must be able to climb, balance, stoop, kneel, crouch or crawl. Must have visual and auditory abilities to make observations in the course of duty both near and far. Hearing and speaking ability sufficient to understand and communicate with other individuals either in person or over the telephone or radio. Potential exposure to hazardous substances. Ability to perform heavy manual labor for periods up to, but not limited to, eight hours per day. Willingness and ability to work under adverse conditions such as in confined and awkward spaces, in heavy traffic, and in potentially hazardous areas. Work outdoors under adverse conditions at night, in heat, wind, cold and rain.
- **Project Management:** Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity. Demonstrated ability to perform complex and multiple tasks in a rapidly changing, fast-paced environment; ability to organize and prioritize work to meet formal deadlines with continuous interruptions; strong analytical skills.

- Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.
- Social and Interpersonal Communication Skills: Excellent oral communication skills; excellent written communication skills; ability to exercise good judgment, tact and diplomacy; ability to focus and maintain strong morale in the community; demonstrated ability in respecting and understanding varying cultural and socio-economic backgrounds. Proven ability building, developing and maintaining constructive and cooperative relationships with key stakeholders; demonstrated experience working with changing levels of expectation and tight deadlines.
- Reasoning: Position requires functional reasoning skills enabling the analysis of problems that necessitate planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Minimum Qualifications

- High school diploma or equivalent.
- Valid State of Ohio Driver’s License.
- Obtain a State of Ohio Commercial Driver License

This job description is intended to be sufficient merely to identify the minimum position requirements and to be illustrative of the kind of duties, which may be assigned to this position and should not be interpreted as a complete list of requirements for the position.

Employee _____ Date _____

Immediate Supervisor _____ Date _____

Department Director _____ Date _____

City Manager _____ Date _____