

SERVICE WORKER JOB ANNOUNCEMENT



www.imaginemason.org

Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 33,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private

schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.



Almost all of the day-to-day needs of families can be found right in the city, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. Two public golf courses, Great Wolf Lodge, the Beach Waterpark, and Kings Island amusement park all lie within city boundaries. The city is also home to the annual Western & Southern Open, a championship men's and women's tennis tournament. Seven city parks cover 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served.

The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team. The City of Mason has about 170 full-time employees and over 300 part-time staff. The total annual budget is over \$80 million.

Service Worker

This Job Announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates to possess who are applying to the above position as well as provides background information on the community and the City of Mason.

Importantly, this Job Announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview and appointment consideration.

Candidate Qualifications Profile

Hiring Range: \$15 to \$17 per hour
Classification: Classified
Reports To: Manager/Supervisor
FLSA: Non-Exempt
Posted: March 10, 2021
Department: Service Department
Status: Full-Time

General Statement of Duties and Distinguishing Features of Class

Performs manual labor of more than ordinary difficulty, which often involves the use of acquired skill; does related work as required.

This work calls for the use of some skills acquired by experience or on-the-job instruction. Requires more than usual physical strength and endurance. A Service Worker normally works under the supervision of a Service Technician, Service Coordinator or a Manager/Supervisor who issues oral or written work orders and inspects work frequently. Employee is required to be able to complete tasks with supervision. Employees in this class may be assisted by one or more workers. Employees are required to be available for work after hours, weekends, and holidays when needed.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Examples of Work (Illustrative Only)

- Digs, spreads, and levels dirt, gravel, mulch etc.;
- Digs and plants ball and burlap trees and landscaping materials;
- Lifts, carries and holds building materials, tools, and supplies;
- Handles and uses hand tools and power tools and equipment including power washer, gas-powered weed eater and lawn mowers;
- Washes equipment and vehicles;
- General cleanup of facilities, restrooms, parks and other City properties;
- Drags and loads brush into a brush chipper or onto truck;
- Empties interior and exterior trash cans;

- Mows grass and weeds areas as assigned;
- Rake leaves and brush, use leaf/brush vacuum truck;
- Waters various plants and City green areas as assigned;
- Shovels snow and applies salt;
- Removes litter and other inappropriate items from right-of-ways, parks and other public grounds;
- Painting interior and exterior as assigned;
- Compliance with Standard Operating procedures and Employee Personnel Manual policies;
- Performs other related work as required.

Skills, Knowledge, and Abilities: The following is preferred

- Possess and maintain a valid Driver's License, good driving record and be insurable;
- Some knowledge of a variety of semiskilled maintenance and manual tasks;
- Ability to understand and follow oral and written instructions;
- Ability to read and write legibly;
- Ability to perform heavy manual work for an extended period under varying climatic conditions;
- Available for scheduled and emergency overtime;
- Able to work with pager and ability to be on-call and respond accordingly;
- Ability to complete tasks with limited supervision and as instructed;
- Willingness to develop as the department's needs change (i.e., continuing education)
- High-school diploma or its equivalent;
- Obtain a CDL, Class A license through life of employment (preferred).

Physical Requirements:

- Excellent physical condition - able to push, pull, stoop and bend, extensive walking and standing, lift objects of 70 lbs. or greater routinely;
- Visual acuity to distinguish from short and long distances;
- Auditory acuity to hear the pager, radio, or communication from fair distances;
- Manual dexterity to operate light to heavy equipment, manipulate small objects;
- Successfully pass an ongoing Dept. of Transportation mandated drug testing program;
- Able to operate efficiently in dramatic climates.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible insurance plan with optional HSA. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision Coverage - Two Options/Plan A and B
 - Plan A - Vision coverage of \$200 per dependent available for less than \$4 per month. Dental coverage of \$750 per dependent available for less than \$6 per month.
 - Plan B - Vision & Dental combination: Vision & Dental coverage of \$1,200, \$2,500, or \$4,500 for less than \$32 per month.
- Paid holidays: New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve, and Christmas Day.
- Sick leave - Accrual rate of eight hours of sick leave for every thirty days worked (sick leave may not be taken while on probation).
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. (Carry-over is allowed up to three times current earned hours.)
- Life insurance policy of \$50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Introductory period of six months, merit increase upon successful completion of the introductory period.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- 1.12% earnings tax withheld.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all of the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting www.imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior to the closing date listed above the candidate qualifications.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*

Please Apply Online

www.imaginemason.org

