



**CITY OF MILFORD  
POSITION ANNOUNCEMENT  
MUNICIPAL SERVICE WORKER II**

The City of Milford, Ohio is seeking qualified applicants for the full-time Municipal Service Worker II position. Responsibilities include the following: performs a variety of street maintenance duties, including repairing asphalt surfaces, installing and replacing street signs and storm sewers, painting traffic lines on pavement, repairing traffic signals, operating leaf pickup equipment, cleaning and replacing catch basins, operating street sweeper, and operating snowplow and salt spreader; performs a variety of park and recreation maintenance duties, including grading and painting lines on soccer and baseball fields, mowing grass, and making repairs on park buildings and equipment; performs a variety of building and structure maintenance functions, including assisting in inspecting designated City facilities, painting buildings and street sign posts, making repairs on public buildings, planting flowers and shrubs, and constructing, erecting, and maintaining City street signs; operates a variety of equipment used in maintenance work, including trucks, backhoes, line painting equipment, riding mowers, pumps, air compressors, and rollers.

Interested individuals should make application by submitting a cover letter and resume outlining their experience as well as three professional references to the following:

City of Milford  
Attn: Ed Hackmeister, Service Department Supervisor  
RE: Municipal Service Worker II  
745 Center Street, Suite 218  
Milford, OH 45150

A detailed position description is available online at [www.milfordohio.org](http://www.milfordohio.org). The deadline for resume submittals is Friday, December 8, 2023, by 4:30 pm.

The City of Milford is an equal-opportunity employer

**City of Milford**  
An Equal Opportunity Employer  
Position Description

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<b>Position Title:</b>	Municipal Service Worker II	<b>Class Title:</b>	Municipal Service Worker II
<b>Employment Status:</b>	Full-time	<b>Dept./Div:</b>	Service
<b>FLSA Status:</b>	Non-exempt	<b>Reports To:</b>	Service Superintendent
<b>Muni. Serv. Status:</b>	Classified	<b>Supervises:</b>	N/A

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**QUALIFICATIONS:** (An example of acceptable qualifications)

High school diploma or equivalent.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio Commercial Drivers' License (CDL) with appropriate endorsements (may be obtained within six [6] months of date of hire).

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* Indicates developed after employment)

**Knowledge of:** department goals and objectives;\* department policies and procedures;\* safety practices and procedures; electrical installation, maintenance, and repair; electrical principles; road construction, maintenance, and repair; utility construction, maintenance, and repair; mechanical maintenance; proper lifting techniques; snow and ice removal; grounds maintenance and repair; project management.

**Skill in:** use or operation of maintenance and service machinery, tools, and equipment; motor vehicle operation.

**Ability to:** carry out detailed but basic written or oral instructions; deal with problems involving few variables within familiar context; recognize unusual or threatening conditions and take appropriate action; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; respond to routine inquiries from public and/or officials; recognize safety warnings; understand a variety of written and/or verbal communications; cooperate with co-workers on group projects; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site; move quickly and effectively from one task to another.

**ESSENTIAL FUNCTIONS OF THE POSITION:** (For purposes of 42 USC 12101)

- (1) Performs a variety of street maintenance duties, including repairing asphalt surfaces, installing and replacing street signs and storm sewers, painting traffic lines on pavement, repairing traffic signals, operating leaf pickup equipment, cleaning and replacing catch basins, operating street sweeper, and operating snowplow and salt spreader.

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Date Adopted:  
Date Revised: 6/15/12

Developed by:  
Clemans, Nelson & Associates, Inc.  
Columbus, OH 43235

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- (2) Performs a variety of park and recreation maintenance duties, including grading and painting lines on soccer and baseball fields, mowing grass, and making repairs on park buildings and equipment.
- (3) Performs a variety of building and structure maintenance functions, including assisting in inspecting designated City facilities, painting buildings and street sign posts, making repairs on public buildings, planting flowers and shrubs, and constructing, erecting, and maintaining City street signs.
- (4) Operates a variety of equipment used in maintenance work, including trucks, backhoes, line painting equipment, riding mowers, pumps, air compressors, and rollers.
- (5) Performs routine maintenance and minor repair work such as cleaning vehicles, machinery, tools and other equipment.
- (6) Serves as lead worker within an assigned work area, providing direction to other employees.
- (7) Follows established safety procedures; reports unsafe conditions to supervisor.
- (8) Assists with department housekeeping, including proper storage of tools and equipment.
- (9) On call twenty-four (24) hours a day, seven (7) days a week.
- (10) Maintains a valid Commercial Driver's License.
- (11) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

- (12) Performs maintenance on cemetery grounds; coordinates arrangements with funeral directors; prepares, digs, and fills graves; secures vaults.
- (13) Installs corner posts and foundations.
- (14) Assists with water main breaks and sewer repair
- (15) Assists in other departments as needed.
- (16) Performs other related duties as required.

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**EQUIPMENT OPERATED:** (The following are examples only and are not intended to be all inclusive)

Hand, electric, and manual tools; heavy equipment; motor vehicle.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)

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