

UTILITY SERVICE PERSON LABORER

Pay range \$19.74 – \$31.53/hr. DOQ + benefits

The City of West Carrollton, OH (pop. 13,143) is accepting applications for the position of Utility Service Person (USP). The USP is responsible for a wide range of general operational and maintenance activities associated with the water and sewer systems. The USP may also operate a pick-up truck, dump truck, backhoe, vactor/jet rodder or other vehicles in the performance of duties.

Required Qualifications at Time of Application: Applicants **must possess** a valid driver's license and have a high school diploma or GED.

Obtained Qualifications within Twelve (12) Months of Employment:

Applicants **must obtain** a State of Ohio Class B Commercial Driver's License with Tanker Endorsement within twelve (12) months of employment.

Obtained Certificates: Applicants progress to the USP I, USP II, and USP III positions based on satisfactory performance reviews and obtaining Ohio EPA Water Distribution System Operator and Ohio EPA Wastewater Collection System Operator Certificates. For promotion to the USP II position, it is **required** that the successful applicant **obtains** both an Ohio EPA Water Distribution System Operator, Class I Certificate and an Ohio EPA Wastewater Collection System Operator, Class II Certificate. A Plant Operator Certificate that supersedes the distribution and/or collection certificates is acceptable.

Placement Testing: Depending on the applicant's qualifications at the time of application, placement into the USP I position or higher will require the applicant to take and pass a written examination. Applicants will be notified of the testing procedures if they receive an interview and are being considered for a position.

The successful candidate must be able to pass a pre-employment drug screening and fitness for duty exam. The finalist offer will also be conditional upon the results of a thorough background investigation. Minority and female candidates are encouraged to apply/EOE.

Applications can be downloaded below or can be picked up at the West Carrollton Civic Center, 300 E. Central Ave., between 8:00 a.m. and 4:30 p.m., Monday through Friday:

[Employment Application](#)

[Utility Service Person Laborer Job Description](#)

Please send the following:

- 1. Completed employment application**
- 2. Copy of all qualifications and certificates**
- 3. Copy of driver's license and high school diploma**

to **Christina Mays, HR Specialist, 300 E. Central Avenue, West Carrollton, Ohio 45449**. Electronic applications will also be accepted with attachments in .pdf or Microsoft word format. Input '*Utility Service Person Laborer Position*' into the subject line and e-mail to cmays@westcarrollton.org. Resumes are also encouraged.

Applications will be accepted until the position is filled. First review of applicants will be Wednesday, July 5, 2023.