



**THE CITY OF ZANESVILLE**  
invites applications for the position of:

## **Maintenance Worker**

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<b>SALARY:</b>	\$16.30 - \$20.80 Hourly \$33,904.00 - \$43,264.00 Annually
<b>DEPARTMENT:</b>	City Maintenance
<b>OPENING DATE:</b>	11/14/22
<b>CLOSING DATE:</b>	12/05/22 11:59 PM
<b>POSITION DESCRIPTION:</b>	

### **MINORITY APPLICANTS ARE ENCOURAGED TO APPLY**

Please use the link below to apply:

<https://www.governmentjobs.com/careers/zanesville>

The Civil Service Office for the City of Zanesville is now accepting applications for the position of Maintenance Worker. This exam is open for consideration to all qualified and interested employees and to the general public. Interested applicants must have at the minimum, a valid State of Ohio Driver's License to apply for this exam.

If selected for employment, at least a Class B Commercial Driver's License is required to have or be obtained for this position before the end of the 120-day probation period and must be maintained thereafter as part of employment. Applicant must also be insurable under the city's insurance policy.

### **Position Qualifications**

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: demonstrable ability to perform general manual labor maintenance tasks.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

### **Licensure or Certification Requirements**

Class B Commercial Driver's License (with Tanker Endorsement when assigned to Wastewater Plant).

### **Distinguishing Job Characteristics**

Under general supervision, performs entry level and semi-skilled maintenance and general labor tasks in various divisions of the Department of Public Service. Employees assigned to the Street, Parks and Recreation, Cemetery, Wastewater, Water or other Division may be transferred among these divisions. Specific duties performed will vary according to the nature of the work and the specific objectives and priorities of the particular division to which the employee is assigned. Employee must demonstrate the ability to perform maintenance and general labor

tasks in any division as required by the Public Service Director. Performs emergency work after regularly scheduled shifts.

### **Essential Duties and Responsibilities**

*To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.*

#### Equipment Operated, General Maintenance & Other Tasks Common to all Divisions

Operates automobiles, pickup trucks, dump trucks, dump truck and trailer, trucks with snow plows & salt spreader, roller [small], and any other piece of equipment within Division grounds.

Performs manual work in all types of weather and other working conditions. Loads, unloads and moves heavy objects, digs ditches, pours concrete, piles and stacks supplies, shovels gravel and dirt, etc.

Assists in maintaining condition of equipment and tools. Performs routine servicing and washes and waxes vehicles and other equipment as directed. Inspects all equipment on a periodic basis to ascertain proper and safe operation. Recognizes existing and potential hazards, and notifies supervisor of needed repairs to initiate corrective action. Operates a variety of power tools and equipment, and uses various hand tools to assist in performing assigned job duties and responsibilities.

Completes routine equipment maintenance and mileage reports.

Maintains casual contact and good public relations with the general public to answer routine questions regarding work in progress, general timeframes and other inquiries. Refers difficult, sensitive or technical inquiries to supervisor.

### **Examples Of Work Specific To Assigned Division**

If assigned to Water Division, assists in turn-on and turn-off operation of water main valves, repair of water main breaks, installation of taps and services, installation of new water mains, and maintenance of operation of fire hydrants, regular service lines, and appurtenances. Digs ditches, shovels materials for back filling, and assists in patching curbs, streets, and sidewalks, laying concrete and restoring lawns. Operates a jack hammer, pipe saw, hydraulic cutters, tapping machine, air compressor, pumps, mowers, pipe pushers and other equipment and tools. Performs all tasks associated with water system construction and maintenance.

If assigned to Wastewater Division, runs jackhammer to extract asphalt, assists with concrete and masonry work for sidewalks, streets, manholes, curbs and other structure. Operates rodding truck and dump truck; lays pipe, and repairs and installs sewer mains. Performs plumbing and pipefitting.

If assigned to Street Division, repairs streets, curbs, catch basins and alleys. Operates a leaf removal machine, snow plow, salt truck, and other vehicles and equipment. Seals cracks in concrete and asphalt by using hot tar, installs sign posts, builds forms for concrete, and paints traffic lines. Picks up and removes dead animals from streets and public areas. Picks up garbage, refuse and bulky items from streets, alleys and public areas.

If assigned to Cemetery Division, performs manual labor grounds maintenance to city cemeteries. Digs graves and ditches, mows weeds and grass with hand and riding mower, prunes shrubs and trees with chainsaw and pruners, trims grass around grave stones, rakes leaves, repairs sunken graves by filling with dirt and resodding, sprays weed killer with hand-held and tow-behind sprayers; and performs other cemetery grounds maintenance tasks. Forms and pours headstone and veteran's marker's concrete footers. Removes cemetery decorations. Operates a brush chipper to dispose of trees and branches. Drives standard transmission truck, including driving and backing into tight areas. Performs general building maintenance tasks. Performs preventive maintenance and makes minor repairs to mowers and other equipment.

If assigned to Parks and Recreation Division, handmows grass, picks up litter, shovels snow, salts walks, rakes leaves, grade diamonds, and lines sports fields. Spreads weed killer with hand held applicator and "tow-behind." Operates large tractor mower to mow large grass areas. Cleans Secret Auditorium. Repairs park equipment and facilities. Operates a brush chipper to dispose of trees & branches. Drives standard transmission truck, and operates truck with snow plow.

Performs routine building maintenance work. Washes windows and walls, sweeps and washes floors, paints various pieces of equipment, paints inside and outside of buildings, replaces glass, replaces washers in plumbing fixtures, and maintains plumbing lines.

### **Other Duties and Responsibilities**

Performs assigned duties without close supervision and may direct the work of other employees if designated to do so.

### **Scope of Supervision**

Seasonal Maintenance Workers or others as assigned (functional supervision).

### **Equipment Operated**

Tractors; dump trucks; pick-up trucks; vacuum; lawn mowers; leafer; chipper; weed-eater; chainsaw; jack hammer; pick; shovel; pruners; sprayers; salt spreader; snow plow; tripod; drill press; arbor press; bucket machine; rollers; paint sprayer; air compressor; paint walker; rodding machine; mixer; power saw; drill; rod machine; pipe sawvalue tender; forklift; arrow board; tapping machine; water pump; pipe cracker; line locator; leak detector; metal locator; flashing light and arrow; tamper; hydraulic cutters; air grinder; hand tools.

### **Contacts with Others**

General public; other city department and divisions; contractors.

### **Confidential Data**

None

### **Working Conditions**

Exposure to heat, cold, humidity, noise, dampness, fumes, noise, dirt, sewer gasses, darkness, fog, traffic, dust and other unpleasant working conditions. The employee must use standard safety precautions due to exposure to injury from operation of equipment and work requirements.

### **Usual Physical Demands**

*The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.*

While performing duties of this job, the employee frequently stands and walks for extended periods of time, uses hands to hold and control equipment; reaches with hands and arms, climbs and balances, and stoops, kneels, crouches, and crawls. Employee must occasionally lift heavy objects while leaning over or in various unbalanced positions. Normal vision demands.

### **Required Knowledge, Skills and Abilities**

Knowledge of: routine manual labor work methods; building and grounds maintenance methods, tools, materials and supplies; electrical, mechanical and general construction trade methods

(desirable); motor vehicle laws; work hazards and safety precautions.

Ability to: understand and follow instructions; perform indoor and/or outdoor work for extended periods of time under varying and possibly adverse weather and working conditions; work at hours (days and nights) other than regularly scheduled; lift and move heavy objects; perform assigned duties without close supervision; occasionally direct the work of other employees if designated to do so; drive in a safe, responsible manner; maintain routine records.

Skill in: safe and effective operation of job vehicles, equipment and tools.

## **GENERAL INFORMATION**

### **Eligible List**

Applicants who attain a passing score of 70% on the written test will have their names on an eligibility list. The list will be arranged according to scores from the highest to the lowest; it will then be used to fill current and future vacancies for two years.

### **Credit for Military Service**

Applicants who have been honorably discharged from active duty in the U.S. Armed Forces are eligible for additional credit of 20% on their exam provided a passing score is obtained. Copy of honorable discharge or Form DD214 must be submitted before the exam. No credit is given if proof of discharge is submitted after exam date. Copy of honorable discharge or Form DD214 can be submitted as an attachment in the electronic application.

### **Submitting an Application**

To be included in the exam process for the position of Maintenance Worker, you must have submitted an electronic application by the deadline date. After the application period closing, applicants will be notified by mail of the scheduled test date, time and location.

### **Special Note**

Applicants having any disability that would require special testing arrangements for the written exam should notify the Civil Service Office regarding the need for special accommodations.

### **Documents to Upload with Application**

1. Driver's license copy (required)
2. Résumé (optional)
3. Other relevant certificates (optional)

## **AN EQUAL OPPORTUNITY EMPLOYER**

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