

CIVIL SERVICE JOB POSTING

Full-time Road Maintenance Worker

Date Posted: May 12, 2017

Deadline: May 26, 2017

Notice is hereby given that the City of New Franklin Civil Service Commission will conduct an open examination for the purpose of establishing an eligibility list for the position of **Full-time Road Maintenance Worker on Tuesday, June 20, 2017**. The Civil Service Commission will hold an open competitive entrance examination at the **New Franklin Fire Station (Training Room), 5605 Manchester Road, New Franklin, Ohio**.

Job Summary – Appointed by the Mayor to perform physical labor aimed at maintaining and repairing City roads; cleaning and digging ditches; removing snow, ice and debris from roadways; maintaining the City's facilities, buildings, cemeteries and parks.

Qualifications – Applicants: must be at least 18 years of age; must possess a high school diploma from an accredited high school (or a GED); must possess and maintain a valid State of Ohio Commercial Driver License (minimum CDL-B); must be able to operate and maintain heavy duty trucks, tractors and excavation equipment, and perform limited repairs; must be able to work in adverse weather conditions; must be able to perform physical labor (i.e. standing, bending, lifting, sitting, etc.), for long periods of time; must be available for on-call emergency situations; must be able to follow complex oral and written instructions, read maps and documents; must be able to communicate well with supervisors, coworkers and the public.

Applicants may be further subject to taking and passing a complete background investigation, including driving record; physical, medical, psychological and drug testing; and other requirements as may be provided for in the *Job Description*, *New Franklin Civil Service Commission Rules* and the *New Franklin Personnel Policies and Procedures Manual*. Employees must satisfactorily complete a one year probationary period and will be subject to random drug testing, per CDL regulations.

Wages (based on 10/1/2016 Full-time Road Maintenance Worker Rates)

At Hire	\$22.14 per hour
At Six (6) Months	\$22.64 per hour
At One (1) Year	\$23.14 per hour

In addition to wages, this full-time position includes the following benefits: health, dental, prescription drug, vision and life insurance, as well as paid vacation; holidays; sick days; and, personal days.

Candidates may be eligible for bonus points. If applicable, the following documents must be submitted at time of application:

- 1) New Franklin Residency – Proof of two continuous years immediately prior to the date of examination;
- 2) Military Service – Proof of honorable discharge by Form DD-214;
- 3) New Franklin Employment – Certification of hours of completed service by Department Head.

All information submitted will be reviewed by the Civil Service Commissioners to determine eligibility to participate in the examination process. Applicants failing to meet minimum qualifications will be disqualified from taking the examination and will be notified in writing.

Applications and job descriptions are available online (www.newfranklin.org) and at the New Franklin City Hall, Administration Office, 5611 Manchester Road, New Franklin, Ohio, 44319, between the hours of 8:30 AM and 4:30 PM, Monday through Friday. **Completed applications and documentation must be received no later than 4:00 PM, on Friday, May 26, 2017.**

All applications must be accompanied by:

- **Valid State of Ohio Commercial Driver License;**
- **Signed Job Description;**
- **High School Diploma or equivalent;**
- **Bonus point proof, if applicable;**
- **\$15 non-refundable filing fee (cash only).**