



February 20, 2024

NOTICE OF JOB BID

THE POSITION FOR ONE OR MORE

SKILLED LABORER – STREET & ALLEY

See attached position description

**CITY SERVICES – STREET & ALLEY DEPARTMENT
CITY OF JACKSON, OHIO**

The hourly rate of pay for a new hire is between \$18.02 and \$22.53 per hour, depending on meeting qualifications, experience, education, skill, and knowledge.

POSTING TO BE COMPLETED AT

4:00 P.M. TUESDAY, MARCH 5, 2024

Respectfully Submitted,

A handwritten signature in blue ink, which appears to read 'David Swackhammer', is written over the printed name.

David Swackhammer

Service Director

City of Jackson, Ohio

www.jacksonohio.us

JOB DESCRIPTION-SKILLED LABORER STREET & ALLEY/CITY SERVICES

General Purpose

The employee(s) will maintain the City's infrastructure, properties, facilities and accesses. The could assist in providing sanitation/garbage service to residential and commercial customers, assist in supporting the cemetery, assist in supporting the maintenance garbage, and assisting in facility maintenance, as needed and deemed, by the Department Head.

Essential Functions

This list is not exhaustive and may be supplemented as requires by changes in the position requirement.

1. Maintaining City streets and alleys, including:
 - a. Assists in black topping City streets, including shoveling asphalt for pothole repair.
 - b. Snow and ice removal
 - c. Street sign installation, repair, maintenance
 - d. Mows grass, trims weeds, rakes and collects leaves
 - e. Cleans and digs ditches
 - f. Paints street curbs
 - g. Assists in maintaining flag replacements throughout the City
2. Supports City parks and recreation by maintaining City public parks and restrooms.
3. Supports in Garbage to cover days off and on all Holiday routes.
4. Supports at the Cemetery to cover days off and assist when a need arises.
5. Supports at the Maintenance Garage to cover days off and assist when the need arises and as deemed qualified.
6. May be required to perform various facility maintenance duties throughout City facilities and Parks when the need arises and as deemed qualified.
7. Adheres to all safety procedures and assists in identifying unsafe working conditions/hazards and reports immediately to their Department Head.
8. Hours of work and work assigned could be adjusted as needed and is determined by the Department Head.

Licenses/Certifications

*signifies preferred specific licensing and/or certifications for department assignment.

Valid Ohio Commercial Driver's License – Class B required with airbrake endorsement, with additional endorsements accepted

- Auto Mechanics
- Construction/HVAC/Electrical/Plumbing

Qualifications, Training, Experience and Education

*signifies preferred specific qualifications for department assignment.

- EDUCATION: High School Education or equivalent GED
- * Additional consideration will be given to individual having Formal Post-Secondary Education (2-year degree or Certifications) Auto Mechanics preferred pr verified hands on experience.
 - * Additional consideration will be given to individual having Formal Post-Secondary Education in Facility/Construction Maintenance-HVAC-Electrical-Plumbing preferred or verified hands on experience.
- EXPERIENCE: With the above educations: Must have a valid CDL Permit and is required to obtain a valid license within 90 days, or a time approved by the Service Director , heavy equipment, lawn care equipment and general labor work.