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## Service Worker / System Maintenance

### Description

The City of the Village of Indian Hill, Ohio will conduct a Civil Service Examination to establish an eligibility list for the position of Service Worker/System Maintenance in the Public Works/Water Works Department.

The Service Worker/System Maintenance position is a full-time, hourly position eligible for overtime. Applicants will be required to work scheduled on-call and perform periodic paid emergency call-outs with the expectation of reporting to work within 60 minutes of being contacted.

### Responsibilities

[Public Works Service Worker Job Description](#)

[Water Works System Maintenance Job Description](#)

### Knowledge, Skills & Abilities

- Knowledge of safe operation, maintenance, adjustments and minor services of various vehicles and equipment in an acceptable manner (i.e. oil, grease) and assist in the maintenance of equipment.
- Must be able to work well as a team member and to relate effectively with members of the public.
- Ability to exercise sound judgment.
- Ability to perform manual labor tasks for an extended period of time.
- Ability to understand and carryout verbal and written instructions.
- Ability to perform simple mathematical calculations.
- Ability to maintain home or mobile telephone service for notification of emergency duty.
- Ability and willingness to respond to varied work assignments, flexible working hours including evenings, nights, weekends and/or holidays for emergency call-ins.

### Qualifications

Required qualifications include a high school diploma or equivalent plus at least one (1) year of experience in mechanical or maintenance type work and dealing with the public.

### Job Benefits

Starting hourly pay rate is \$26.69.

Current benefits include:

- Participation in the Ohio Public Employees Retirement System
- Deferred Compensation Plans
- Comprehensive Health, Dental, Vision and Life Insurance
- Health Savings Account Contributions
- Employee Assistance Program
- Education Assistance through Tuition Reimbursement

### Hiring organization

The Village of Indian Hill

### Employment Type

Full-time

### Job Location

7100 Glendale Milford Road,  
Milford, OH, 45150

### Working Hours

7:00 a.m. to 3:30 p.m.

### Base Salary

\$ 26.69 - \$ 36.33

### Date posted

June 8, 2022

### Valid through

July 15, 2022

- 11 Paid Holidays
- Paid leave, including vacation, personal, sick and compensatory time
- Years of service credit for those candidates who have prior service with other governmental units in Ohio for vacation leave and eligibility to transfer up to 960 hours of sick leave

### **Contacts**

Qualified candidates are required to submit a completed application for employment no later than **5:00 p.m. EST on Friday, July 15, 2022**. Original signature is required on paper application forms. It is the responsibility of the applicant to carefully list all pertinent experience and training. All documents may be submitted electronically through the City's website (<https://indianhill.gov/>), mailed or delivered to the attention of:

**Jessica Chaney**  
**Director of Administrative Services**  
**Village of Indian Hill**  
**6525 Drake Road**  
**Cincinnati, OH 45243**  
**(513) 561-6500**  
**[jchaney@indianhill.gov](mailto:jchaney@indianhill.gov)**

Qualified applicants meeting the minimum qualifications will receive notification of the date and time of the written test administration.

All finalists will be subjected to a comprehensive background check and the selected candidate will be required to complete a pre-employment drug screening and physical examination.

*The City of the Village of Indian Hill is an Equal Opportunity Employer*

### **Application Instructions**

It's recommended that you first download/save the PDF form to your computer or network drive, and then open it with Adobe Reader and fill in your information. You can save your data and insert the completed form as an attachment below.