



## CITY OF SOUTH LEBANON OHIO

### VARIOUS PUBLIC WORKS POSITIONS

The City of South Lebanon Ohio has openings in various positions with the Public Works department. We are searching for entry level as well as experienced workers for the following positions (complete job descriptions for each position :

<u>Position</u>	<u>Job Type</u>	<u>Dept</u>	<u>Pay Range</u>
Lead Operator	Full-Time	Water & Sewer	\$25.70/hr to \$35.97/hr
Water Operator	Full-Time	Water & Sewer	\$22.94/hr to \$32.11/hr
Wastewater Operator	Full-Time	Water & Sewer	\$20.48/hr to \$28.68/hr
Senior Maintenance Worker	Full-Time	Street	\$20.48/hr to \$28.68/hr
Maintenance Worker	Full-Time	Street	\$18.79 /hr to \$26.31/hr

Closing Date Applications & Eligibility List Selection Form due by 3-21-2024

Applications can be found on our website at: <https://southlebanonohio.org>

Qualifications Completion of a secondary education or equivalent (high school diploma or GED)

Valid drivers license

EPA Water or Wastewater License (depending on position)

Hiring process The hiring process will consist of a civil service test being held on Saturday March 23, 2024, at 9:00 am at the City of South Lebanon Municipal Building at 10 N. High Street in South Lebanon Ohio 45065

Applications must be received by 4:30 pm on March 21, 2024, to be permitted to take the test on March 23. A valid picture id is required for entry into the examination.

Successful candidates must obtain a score of 70% or higher to be placed on the eligibility list. The eligibility list will be used to schedule interviews beginning with the highest scoring candidates.

Candidates receiving a conditional job offer must pass a background and a drug screen.

Benefits

Salary Ranges: See above

Medical Insurance: Competitive benefits after 30 days

Schedule: Monday through Friday 8:00 am to 4:30 pm with some required over-time and call-ins

Holidays: 12 observed holidays

Sick Days: 120 hours annually accrued at 10 hours for each month worked.

Vacation: 80 hours per years 1 to 6; 120 hours for years 7 to 14; 160 hours for 15-19 years; 200 hours for over 20 years

Personal Leave: 8 hours per year

Compensatory Time: Up to 40 hours of comp time per year in lieu of over-time.

Retirement: Ohio Public Employees Retirement System (OPERS)

**CITY OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

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<b>Dept./Division:</b>	Public Works/Water-Wastewater	<b>Employee Name:</b>	
<b>Position Title:</b>	Lead Operator	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Assistant & City Administrator	<b>FLSA Status:</b>	Non-exempt

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**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:** An example of acceptable qualifications: Completion of secondary education or equivalent (high school diploma or GED) and seven (7) years of recent documented work experience and/or training in water and/or water or wastewater collection/distribution system, of which at least one (1) year experience in supervising activities of others; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess a valid State of Ohio driver’s license and must remain insurable under the City’s vehicle insurance plan. Must possess an Ohio Environmental Protection Agency (OEPA) Class I Water Supply, Water Distribution, and/or Wastewater Collection Operator Certification.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive. Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; two-way radios; digital cameras; high-power flashlights; GPS devices; automobiles or light trucks or sport utility vehicles; digital multi-meters; RF meters; automatic meter reading systems; multipurpose screwdrivers, slip or groove joint pliers, nut wrenches hand and other miscellaneous hand/or power tools; water consumption meters, water pumps; backhoe, dump truck, skid loader, front end loader, light and heavy motorized equipment, shoring equipment, asphalt paver, generators, street sweeper, air compressor and other Public Works maintenance equipment, tools, and accessories.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of objects to the feet; participants in medical and first aid activities; Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10

**CITY OF SOUTH LEBANON**

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**POSITION DESCRIPTION**

Page 2 of 4

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<b>Employee Name:</b>	<b>Position Title:</b>	Lead Operator
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to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered Heavy work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 50% (1) Inspects treatment plant, or similar operations, processes to ensure the proper and efficient operation of all equipment (e.g., reads gauges and meters, records data, changes charts, etc.); operates and monitors treatment plant and related facilities in accordance with established operating procedures; takes samples, performs laboratory tests on wastewater, and monitors chemical feeds; maintains test results and maintenance records for EPA compliance; observes meters, gauges, and dials and records readings; regulates chemical feeds, starts and stops pumps, motors, and equipment; draws samples and performs chemical, bacteria, and/or biological testing and analysis; prepares samples and chain of custody form for outside laboratory testing; performs wastewater collection system and storm sewer construction, maintenance, and repair assignment; performs water distribution system construction, maintenance and repair assignment; draws samples and performs chemical, bacteria, and /or other biological testing and analysis.
  
- 20% (2) Maintains equipment (e.g., lubricates moving parts, adjusts and changes packing, cleans bar screens, cleans and replaces filters, etc.); makes minor repairs and reports major mechanical repairs to appropriate personnel; performs routine building and maintenance tasks (e.g., mows grass, cleans and unclogs drains, sweeps and mops floors, picks up refuse, disposes of trash, etc.); inspects plant to ensure the plant and equipment continuously operates in accordance with established standards; adjusts valves and regulates equipment to maintain maximum efficiency; services and performs preventative maintenance (e.g., cleans and adjusts equipment).
  
- 15% (3) Prepares daily and monthly reports for the treatment facility; prepares and maintains records related to plant operation and activities (e.g., addition of chemicals, gallons processed; test results, etc.).
  
- 10% (4) Performs and supervise a variety of skilled tasks in order to monitor and maintain sewer and water systems; lays sewer and pipe lines; reads sewer and water meters; replaces, repairs or rebuilds inoperable meters; repairs service leaks; works on emergency issues such as water main breaks, sewer backup, etc.; disconnects meter service for delinquent accounts; obtains and records meter readings for meter service transfers; test water meters for accuracy; programs

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Date Adopted:

Developed by:

Date Revised:

Clemans, Nelson & Associates, Inc.

{10/20/2020 PDSLVI 00246322.DOCX }

**CITY OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

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**Employee Name:**

**Position Title:**

Lead Operator

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electronic radio meters; program water meter electronic encoders; inspects new water and sewer service installations.

(5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(6) Maintains required licenses and/or certificates.

(7) Demonstrates regular and predictable attendance; may be required to work extra hours, evening hours, weekends and/or holidays as necessary; due to the nature of the job, when scheduled for on-call assignment, must be available to return to work after normal work hours or on weekends and/or holidays when called to do so, to handle emergency maintenance and/or safety issues that arise.

(8) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.

**OTHER DUTIES AND RESPONSIBILITIES:**

5% Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** City goals and objectives;\* City policies and procedures;\* safety practices and procedures; two-way radio operations; water distribution systems, construction, and repair; sewer construction, maintenance, and repair; utility construction, maintenance, and repair; proper lifting techniques; custodial methods and techniques; English Grammar and spelling.

**Skill in:** computer operation; data entry; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; mechanics; use of bench and/or hand tools; use of mechanics' tools and equipment.

**Ability to:** carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; maintain records according to established procedures; cooperate with co-workers on group tasks; develop and maintain effective working relationships; travel to and gain access to worksite; perform heavy manual labor.

**POSITIONS DIRECTLY SUPERVISED:**

Water and Wastewater Operators, Maintenance Worker – Water/Wastewater.

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**CITY OF SOUTH LEBANON**

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**POSITION DESCRIPTION**

Page 4 of 4

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**Employee Name:** \_\_\_\_\_ **Position Title:** Lead Operator

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

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(Approval of Appointing Authority or Designee)

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(Date)

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(Employee Signature)

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(Date)

**CITY OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

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<b>Dept./Division:</b>	Public Works/Water	<b>Employee Name:</b>	
<b>Position Title:</b>	Water Operator	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Assistant & City Administrator	<b>FLSA Status:</b>	Non-exempt

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**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:** An example of acceptable qualifications: Completion of secondary education or equivalent (high school diploma or GED) and five (5) years of recent documented work experience and/or training in water and/or water or wastewater collection/distribution system, of which at least one (1) year experience in supervising activities of others; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess a valid State of Ohio Driver’s License and must remain insurable under the City’s vehicle insurance plan. Must possess an Ohio Environmental Protection Agency (OEPA) Class I Water Supply, Water Distribution.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive. Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; two-way radios; digital cameras; high-power flashlights; GPS devices; automobiles or light trucks or sport utility vehicles; digital multi-meters; RF meters; automatic meter reading systems; multipurpose screwdrivers, slip or groove joint pliers, nut wrenches hand and other miscellaneous hand/or power tools; water consumption meters, water pumps; backhoe, dump truck, skid loader, front end loader, light and heavy motorized equipment, shoring equipment, asphalt paver, generators, street sweeper, air compressor and other Public Works maintenance equipment, tools, and accessories.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of objects to the feet; participants in medical and first aid activities; Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10

**CITY OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

Page 2 of 3

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**Employee Name:**

**Position Title:**

Water Operator

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to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered Heavy work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 60% (1) Performs a variety of skilled tasks in order to monitor and maintain sewer and water systems; lays sewer and pipe lines; reads sewer and water meters; replaces, repairs or rebuilds inoperable meters; repairs service leaks; works on emergency issues such as water main breaks, sewer backup, etc.; disconnects meter service for delinquent accounts; obtains and records meter readings for meter service transfers; test water meters for accuracy; programs electronic radio meters; program water meter electronic encoders; inspects new water and sewer service installations.
- 15% (2) Works with Utility Billing Office and assists in resolving customer complaints; assists and advises customers regarding utility bill and suspected reasons for high consumption.
- 10% (3) Inspects and approves report of backflow preventers; obtains water samples for laboratory analysis.
- 10% (4) Maintains records on all meters in the water system; maintains inventory of water meters and encoders.
- (5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (6) Maintains required licenses and/or certificates.
- (7) Demonstrates regular and predictable attendance; may be required to work extra hours, evening hours, weekends and/or holidays as necessary; due to the nature of the job, when scheduled for on-call assignment, must be available to return to work after normal work hours or on weekends and/or holidays when called to do so, to handle emergency maintenance and/or safety issues that arise.
- (8) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.

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Date Adopted:

Developed by:

Date Revised:

Clemans, Nelson & Associates, Inc.

{3/26/2019 PDSLBI 00229573.DOCX }



**CITY OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

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<b>Employee Name:</b>	<b>Position Title:</b>	Water Operator
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**OTHER DUTIES AND RESPONSIBILITIES:**

5% Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** City goals and objectives;\* City policies and procedures;\* safety practices and procedures; two-way radio operations; water distribution systems, construction, and repair; sewer construction, maintenance, and repair; utility construction, maintenance, and repair; proper lifting techniques; custodial methods and techniques; English Grammar and spelling.

**Skill in:** computer operation; data entry; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; mechanics; use of bench and/or hand tools; use of mechanics' tools and equipment.

**Ability to:** carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; maintain records according to established procedures; cooperate with co-workers on group tasks; develop and maintain effective working relationships; travel to and gain access to worksite; perform heavy manual labor.

**POSITIONS DIRECTLY SUPERVISED:**

Maintenance Worker – Water.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

\_\_\_\_\_  
(Approval of Appointing Authority or Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

# VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 1 of 3

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<b>Dept./Division:</b>	Public Works/Wastewater	<b>Employee Name:</b>	
<b>Position Title:</b>	Wastewater Operator	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Assistant & Village Administrator	<b>FLSA Status:</b>	Non-exempt

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**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:** An example of acceptable qualifications: Completion of secondary education or equivalent (high school diploma or GED) and five (5) years of recent documented work experience and/or training in wastewater, stormwater or wastewater collection/distribution system, of which at least one (1) year experience in supervising activities of others; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess a valid State of Ohio driver's license and must remain insurable under the Village's vehicle insurance plan. Must possess an Ohio Environmental Protection Agency (OEPA) Class I Water Supply, Water Distribution, or Wastewater Collection Operator Certification.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive. Computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; two-way radios; Jet/Vac truck, main line sewer camera, sewer lateral push camera, sewer easement machine, jack hammer, back-hoe, dump truck, laser, sewer eel, concrete mixer, weed eater, mower, pumps, concrete saw, fork lift, skid steer, chain saw, circular saw, shovels, rakes and other miscellaneous hand tools.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot protection for potential impacts of objects to the feet; participants in medical and first aid activities; Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10

**VILLAGE OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

Page 2 of 3

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**Employee Name:**

**Position Title:**

Wastewater Operator

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to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Medium Work.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered Heavy work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 60% (1) Assigns work schedules such as cleaning and televising stormwater, concrete repair and replacement of catch basin curb, sidewalks, drive approaches, and manholes assuring compliance with policies and procedures of the Village; sets up work zones and safety areas as required.
- 15% (2) Provides inspections of new installations, mains and established services; reviews/inspects work product of crews within assigned area assuring compliance with accepted standards and codes; oversees and participates in the creation of / repair of taps, mains, water lines, sanitary and storm sewer lines; draws water samples and conducts tests to determine if standards are being met; or works with Water Operator.
- 10% (3) Maintains inventory of parts and equipment; manages replenishment of parts, equipment and supplies, procuring bids as needed.
- 10% (4) Interfaces with other departments and agencies in carrying out of job functions; interfaces with contractors, reviews plans and drawings, coordinates changes as needed.
- (5) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.
- (6) Maintains required licenses and/or certificates.
- (7) Demonstrates regular and predictable attendance; may be required to work extra hours, evening hours, weekends and/or holidays as necessary; due to the nature of the job, when scheduled for on-call assignment, the Sewer Specialist must be available to return to work after normal work hours or on weekends and/or holidays when called to do so, to handle emergency maintenance and/or safety issues that arise.
- (8) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.

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Date Adopted:

Developed by:

Date Revised:

Clemans, Nelson & Associates, Inc.

{7/29/2019 PDSLBI 00235961.DOCX }

**VILLAGE OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

**Employee Name:**

**Position Title:**

Wastewater Operator

**OTHER DUTIES AND RESPONSIBILITIES:**

5% Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** Village goals and objectives;\* Village policies and procedures;\* safety practices and procedures; two-way radio operations; water distribution systems, construction, and repair; sewer construction, maintenance, and repair; utility construction, maintenance, and repair; proper lifting techniques; custodial methods and techniques; English Grammar and spelling.

**Skill in:** computer operation; data entry; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; mechanics; use of bench and/or hand tools; use of mechanics' tools and equipment.

**Ability to:** carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; maintain records according to established procedures; cooperate with co-workers on group tasks; develop and maintain effective working relationships; travel to and gain access to worksite; perform heavy manual labor.

**POSITIONS DIRECTLY SUPERVISED:**

Maintenance Worker – Wastewater.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

\_\_\_\_\_  
(Approval of Appointing Authority or Designee)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

# CITY OF SOUTH LEBANON

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 1 of 3

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**Position Title:** Senior Maintenance Worker **Name:**

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**Employment Status:** Full-time

**Dept./Div.:** Public Works

**FLSA Status:** Non-Exempt

**Reports To:** Administrator

**Pay Status:**

**Classification:** Classified

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**QUALIFICATIONS:** Any combination of training and work experience which indicates the possession of the knowledge, skills and abilities listed below. An example of acceptable qualifications:

Completion of secondary education or equivalent, plus minimum three (3) years of previous experience in concrete, asphalt, water, and sewer line repair and installation, and building, grounds, or street maintenance, or equivalent training, and/or experience.

### **LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio driver's license.

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101.

1. Performs a variety of unskilled, semi-skilled, and skilled tasks in order to assist with the maintenance of streets and other city facilities or property (e.g. erects street signs, paints traffic lines, installs guardrails, patches roadways, seals cracks in roadways, cleans and repairs storm sewers, cleans ditches, plows snow, etc).
2. Identifies, plans and directs infrastructure and other construction projects in the City as directed by City Administration.
3. May be responsible for supervising City Public Works staff during City-performed construction projects. Also responsible for training City staff in various construction skills as assigned.
4. Performs a variety of skilled trades, such as installs and repairs water and sewer lines in accordance with approved standards, installs and repairs complex concrete and asphalt jobs, assists with plumbing, electrical, and other skilled remodeling and construction tasks.
5. Performs general landscaping duties (e.g., grass cutting, weed eating, tree trimming and cutting, etc.); maintains parks, ball fields, and school buildings; performs painting, drywall, and remodeling tasks.
6. Operates light and heavy motorized equipment in order to assist with the maintenance of streets and other City facilities (tractor, dump truck, mower, sewer jet, etc.); maintains vehicles and equipment.
7. Lifts and carries objects weighing up to one hundred (100) pounds.

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

{11/15/2010 PDSLBVI 00084305.DOC}

# CITY OF SOUTH LEBANON

An Equal Opportunity Employer

## POSITION DESCRIPTION

Page 2 of 3

8. Demonstrates regular and predictable attendance.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
10. Maintains valid Ohio driver's license

### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs any other related duties as assigned.

### **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** City policies and procedures; department policies and procedures\*; safety practices and procedures; project planning and implementation, general construction, maintenance, and repair; electrical installation, maintenance, and repair; road construction, maintenance, and repair; utility construction, maintenance, and repair; building construction, maintenance, and repair; mechanical maintenance; grounds maintenance and repair; heating, ventilation, and air conditioning installation, maintenance, and repair; basic water and sewer monitoring and maintenance; tool and vehicle use and maintenance; basic plumbing; basic building inspection; painting techniques.

**Skill in:** heavy equipment operation; use of bench and/or hand tools; carpentry; masonry; plumbing; pipe fitting; welding; motor vehicle operation.

**Ability to:** carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; develop and maintain effective working relationships; perform heavy manual labor for extended periods of time in often adverse conditions; travel to and gain access to work site.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Backhoe, bobcat, plow truck, dump truck, tractors, mowers, jackhammer, saws, and other related hand and power tools.

### **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee must negotiate, use, or work with or in the vicinity of:

1. Portable metal ladders.
2. Fixed ladders.
3. Noisy operations or activities.

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Developed by:

Date Adopted:

Clemans, Nelson & Associates, Inc.

Date Revised:

Loveland, Ohio 45140

{11/15/2010 PDSL BVI 00084305.DOC}

**CITY OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

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- 4. Compressed gasses (including acetylene).
  - 5. Flammable and combustible liquids.
  
  - 6. Personal protective equipment.
  - 7. Confined spaces.
  - 8. Portable fire extinguisher.
  - 9. The handling of materials and supplies.
  - 10. Hand operated power truck.
  - 11. Portable jacks.
  - 12. Air contaminants.
  - 13. Hazardous chemicals.
  - 14. Trenching and shoring activities.
  - 15. Construction type equipment.
  - 16. Construction activity.

**GENERAL DUTY: SAFE AND HEALTHFUL WORKPLACE:**

The employee:

- 1. May be exposed to potentially dangerous situations.
- 2. Is frequently exposed to hot, cold, wet, humid, and windy weather conditions.
- 3. Is occasionally exposed to hazardous driving conditions.
- 4. Is occasionally exposed to shaking objects or surfaces.
- 5. Is exposed to dust and dirt.
- 6. May occasionally encounter hostility from the general public.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

**VILLAGE OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

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<b>Dept./Division:</b>	Public Works – all Departments	<b>Employee Name:</b>	
<b>Position Title:</b>	Maintenance Worker	<b>Employment Status:</b>	Full-time
<b>Reports To:</b>	Foreman or other Designee	<b>FLSA Status:</b>	Non-exempt

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**MINIMUM QUALIFICATIONS FOR EMPLOYMENT:** An example of acceptable qualifications: Completion of secondary education or equivalent (high school diploma or GED) and one (1) year recent documented work experience and/or training in: general building, labor and vehicle and equipment maintenance operation and repair; or, in street maintenance and construction and traffic painting and signing work; or, any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities. Minimum qualifications are dependent upon the Village’s Public Works department to which assigned.

**LICENSURE OR CERTIFICATION REQUIREMENTS:** Must possess a valid State of Ohio driver’s license and must remain insurable under the Village’s vehicle insurance plan.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive. Cell phones and/or two-way radios; computer, copier, fax, telephone, scanner, and other standard modern/business office equipment; motor vehicles, dump trucks, skid loader, front end loader, walking floor trailers, lifting arms, backhoe, bulldozers, asphalt paver, street sweeper, Jet/Vac truck, generators, air compressors, shoring equipment, concrete mixer, snow plow, fork lift, and other light and heavy motorized vehicles and equipment; power drills, grinders and sanders, jack hammer; welding or cutting apparatus, welding torches; main line sewer camera, sewer lateral push camera, sewer easement machine, sewer eel, laser; weed eater, mower, pumps, paint sprayer, chain saw, circular saw, shovels, rakes, pliers, wrenches, hammers, screwdrivers, chisels and other miscellaneous power and hand tools. Equipment operated is dependent upon the Village’s service department to which assigned.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** Employee ascends and/or descends ladders, stairs, or scaffolds; has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); works on and around powered platforms and/or vehicle mounted platforms (e.g., manlifts, fire trucks); is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases, and/or poorly ventilated work areas; is exposed to possible injury from extremely noisy conditions above 85db (e.g., loud sirens, screaming people, building alarms, etc.); is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, hazardous waste, unclean or unsanitary conditions, electrical shock; exposed to possible injury from radiation; exposed to possible injury from explosions; is exposed to possible injury as a result of falling from high places; works in or around crowds; has contact with potentially violent or emotionally distraught persons or vicious animals or life threatening situations; has exposure to fire, hot, cold, wet, humid, or windy weather conditions; exposure to extreme non-weather related heat or cold; exposure to shaking objects or surfaces; exposure to second-hand smoke; exposure to hazardous driving conditions; works, first, second or third shift; is periodically exposed to blood and other bodily fluids, as well as other potentially infectious materials; uses eye and face protection for potential exposure to flying objects, respiratory protection for potential exposure to airborne contaminants, head protection for potential impacts of objects to the head, and occupational foot



**VILLAGE OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

<b>Employee Name:</b>	<b>Position Title:</b>	Maintenance Worker
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protection for potential impacts of objects to the feet; participants in medical and first aid activities; exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to exerts 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently; occasionally lifts objects 50 pounds or less; occasionally carries objects 50 pounds or less; occasionally pushes objects 50 pounds or less; occasionally pulls objects 50 pounds or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

In cases of emergency, unpredictable situations, and/or department needs, may be required to lift, push, pull, and/or carry objects heavier than D.O.L. strength ratings recommend.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**  
JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

- 20% (1) Perform fabrication and repairs; maintain computerized records of repairs, parts and repair times. May operate a street paint machine or spray gun in painting line markings on pavement including street lines and crosswalks; install guard rails, traffic markers, delineators, and reflectors. May clean and televises sanitary sewers and main lines, manholes, Village stations, removing debris and blockages; clean storm sewers and main lines, catch basins, collection boxes outfall areas, removing debris and blockages; make concrete repairs and replacement of catch basin curb, sidewalks, drive approaches and manholes assuring compliance with policies and procedures of the Village.
- 20% (2) May inspect collection systems. May repair street surfaces by cutting or removing loose materials, hand sweeping, and spraying tack coats; identify and repair pot holes; dumps, spreads, shovels, rakes, tamps, and rolls asphalt for street patching and resurfacing, crack sealing, thermoplastic overlays, and slurry seals; repair or replace cracked, raised, sunken or otherwise damaged sidewalks, curbs and gutters and guard rails. May operate pumps, valves and other equipment, regulating such equipment as necessary; take and interpret readings of temperatures, pressures, weights, flow and other data which are obtained from various gages and meters; collect samples of wastewater, performs laboratory analysis, interprets and records results.
- 20% (3) May perform preventive maintenance and minor repairs on service vehicles, pick-up trucks, dump trucks; operate vehicles and equipment as needed. May perform concrete work including removal of old surface material as well as pouring, forming and finishing of concrete; conduct traffic control when working in high traffic areas of the Village; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work

**VILLAGE OF SOUTH LEBANON**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

Page 3 of 4

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<b>Employee Name:</b>	<b>Position Title:</b>	Maintenance Worker
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sites. May make semi-skilled repairs and adjustments to plant equipment; assist supervisor in making major repairs to equipment; notify supervisor when additional supplies are needed.

10% (4) Pick up litter. May prepare, install, and replace, Village sign posts and signs; fabricate new signs; clean and maintain existing signs; trim trees in compliance with line of sight clearance for street signs. May mark sanitary and storm main lines prior to contractor digging; clean and prepare sanitary and storm sewers prior to contractor lining or repair work.

10% (5) May drive trucks, following established routes, through residential streets or alleys or through business or industrial areas. May maintain Village right-of-ways; sweep and/or shovel or pick-up rubbish and debris from Village streets, gutters, and sidewalks; clean catch basins; perform leaf collections on Village streets and mow grass, trim trees and weed eat sidewalks and right-of-ways; participate in snow removal and ice control. May participate in maintaining the plant structures and surrounding grounds.

10% (6) May wash, clean, lubricate, paint and perform preventive maintenance on department vehicles and equipment.

5% (7) May perform maintenance duties in other departments as assigned or when required.

(8) Attends meetings and serves on committees, as directed; attends training and seminars, as directed.

(9) Maintains required licenses and/or certificates.

(10) Demonstrates regular and predictable attendance; may be required to work extra hours, evening hours, weekends and/or holidays as necessary; due to the nature of the job, when scheduled for on-call assignment, the Maintenance Worker must be available to return to work after normal work hours or on weekends and/or holidays when called to do so, to handle emergency maintenance and/or safety issues that arise.

(11) Meets all job safety requirements and all OSHA safety standards that pertain to essential functions.

**OTHER DUTIES AND RESPONSIBILITIES:**

5% Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** Village goals and objectives;\* Village policies and procedures;\* safety practices and procedures; two-way radio operations; road construction, maintenance, and repair; water distribution

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Date Adopted:

Developed by:

Date Revised:

Clemans, Nelson & Associates, Inc. {7/29/2019 PDSLBI 00235964.DOCX }

VILLAGE OF SOUTH LEBANON

An Equal Opportunity Employer

POSITION DESCRIPTION

Employee Name: Position Title: Maintenance Worker

systems, construction, and repair; sewer construction, maintenance, and repair; utility construction, maintenance, and repair; general construction, maintenance, and repair; vehicle maintenance and repair; heavy and medium duty equipment maintenance and repair; grounds maintenance and repair; traffic control device preparation, maintenance, and repair; snow and ice removal; proper lifting techniques; custodial methods and techniques; English Grammar and spelling.

Skill in: computer operation; data entry; use of modern office equipment; computer programs (e.g., Microsoft Office); motor vehicle operation; mechanics; use of bench and/or hand tools; use of mechanics' tools and equipment.

Ability to: carry out instructions in written, oral, or picture form; recognize unusual or threatening conditions and take appropriate action; read, copy, and record figures accurately; perform basic addition and subtraction; complete routine forms; prepare accurate documentation; respond to routine inquiries from public and/or officials; communicate effectively; recognize safety warnings; maintain records according to established procedures; cooperate with co-workers on group tasks; develop and maintain effective working relationships; travel to and gain access to worksite; perform medium manual labor.

POSITIONS DIRECTLY SUPERVISED:

None.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description. I agree to abide by the requirements set forth. I understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

(Approval of Appointing Authority or Designee)

(Date)

(Employee Signature)

(Date)



**City of South Lebanon**  
**10 N. High Street, South Lebanon, Ohio 45065**  
**513-494-2296 fax: 513-494-1656**  
**www.southlebanonohio.org**

**CITY OF SOUTH LEBANON**  
**Civil Service Testing for Public Works Positions**

**TEST DATE: March 23, 2024 at 9:00 a.m.**

I have submitted an Employment Application with the City of South Lebanon and, if eligible, will be taking the City of South Lebanon Civil Service Test for the Public Works Department as listed above. I would like to be considered for the City's Civil Service Eligibility Lists for the following position(s) (please check all that apply):

- Lead Operator*
- Water Operator*
- Wastewater Operator*
- Senior Maintenance Worker*
- Maintenance Worker*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

CITY OF SOUTH LEBANON  
PERSONNEL POLICY AND PROCEDURE MANUAL

APPLICATION FOR EMPLOYMENT

FORM D  
PAGE 1 OF 7

AN EQUAL OPPORTUNITY EMPLOYER

\*\*\*\*\*  
PLEASE TYPE OR PRINT RESPONSES TO ALL OF THE QUESTIONS  
CONTAINED ON THE ENTIRE APPLICATION FORM  
\*\*\*\*\*

POSITION SOUGHT: \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

MIDDLE INITIAL: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_ COUNTY: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

ARE YOU AN ADULT? YES: \_\_\_ NO: \_\_\_

\*\*\*\*\*

EMPLOYMENT HISTORY AND WORK EXPERIENCE

IN THIS SECTION, LIST ALL EMPLOYMENT HISTORY AND WORK EXPERIENCE IN DATE ORDER, INCLUDING MILITARY EXPERIENCE. BEGIN WITH YOUR CURRENT EMPLOYER. USE ADDITIONAL PAPER IF NECESSARY. FAILURE TO INCLUDE ALL EMPLOYMENT SHALL BE GROUNDS FOR DISQUALIFICATION.

\*\*\*\*\*

CURRENT EMPLOYER: \_\_\_\_\_

(Enter "None" if unemployed)

MAY WE CONTACT YOUR CURRENT EMPLOYER PRIOR TO EMPLOYMENT?

YES: \_\_\_ NO: \_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_ CURRENT SALARY: \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED,

CITY OF SOUTH LEBANON  
PERSONNEL POLICY AND PROCEDURE MANUAL

APPLICATION FOR EMPLOYMENT

FORM D  
PAGE 2 OF 7

PROMOTIONS, ETC.: \_\_\_\_\_

WHY DO YOU WANT TO LEAVE? \_\_\_\_\_

\*\*\*\*\*

PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_ ENDING SALARY: \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED,  
PROMOTIONS, ETC.: \_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

\*\*\*\*\*

PREVIOUS EMPLOYER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATES EMPLOYED: \_\_\_\_\_ TO \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S NAME: \_\_\_\_\_

BEGINNING SALARY: \_\_\_\_\_ PER \_\_\_\_\_ ENDING SALARY: \_\_\_\_\_ PER \_\_\_\_\_

DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED,  
PROMOTIONS, ETC.: \_\_\_\_\_

WHY DID YOU LEAVE? \_\_\_\_\_

\*\*\*\*\*

PREVIOUS EMPLOYER: \_\_\_\_\_

**CITY OF SOUTH LEBANON  
PERSONNEL POLICY AND PROCEDURE MANUAL**

<b>APPLICATION FOR EMPLOYMENT</b>	<b>FORM D PAGE 3 OF 7</b>
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**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**DATES EMPLOYED:** \_\_\_\_\_ **TO** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_

**BEGINNING SALARY:** \_\_\_\_\_ **PER** \_\_\_\_\_ **ENDING SALARY:** \_\_\_\_\_ **PER** \_\_\_\_\_

**DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:** \_\_\_\_\_  
\_\_\_\_\_

**WHY DID YOU LEAVE?** \_\_\_\_\_

\*\*\*\*\*

**PREVIOUS EMPLOYER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**DATES EMPLOYED:** \_\_\_\_\_ **TO** \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**SUPERVISOR'S NAME:** \_\_\_\_\_

**BEGINNING SALARY:** \_\_\_\_\_ **PER** \_\_\_\_\_ **ENDING SALARY:** \_\_\_\_\_ **PER** \_\_\_\_\_

**DESCRIBE YOUR DUTIES, RESPONSIBILITIES, EQUIPMENT OPERATED, PROMOTIONS, ETC.:** \_\_\_\_\_  
\_\_\_\_\_

**WHY DID YOU LEAVE?** \_\_\_\_\_

\*\*\*\*\*

**IF YOU NEED TO LIST ANY ADDITIONAL PREVIOUS EMPLOYERS, PLEASE USE A BLANK SHEET OF PAPER TO DO SO.**  
.....

**EDUCATION AND TRAINING**

**THIS SECTION IS INTENDED TO GIVE THE EMPLOYER INFORMATION ABOUT**

**CITY OF SOUTH LEBANON  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**APPLICATION FOR EMPLOYMENT**

**FORM D  
PAGE 4 OF 7**

**THE EDUCATION AND TRAINING THAT THE APPLICANT HAS COMPLETED, AND TO DEMONSTRATE THE SKILLS, KNOWLEDGE, AND ABILITIES OF THE APPLICANT TO PERFORM THE JOB DUTIES OF THE POSITION.**

\*\*\*\*\*

**HIGH SCHOOL ATTENDED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DID YOU GRADUATE?** \_\_\_\_ **HIGH SCHOOL EQUIVALENT?** \_\_\_\_\_

**COURSES PERTAINING TO JOB APPLIED FOR:** \_\_\_\_\_

**ACTIVITIES, AWARDS, SPORTS, ETC.:** \_\_\_\_\_

**COLLEGE OR TRADE SCHOOL ATTENDED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DID YOU GRADUATE?** \_\_\_\_ **DEGREE:** \_\_\_\_\_

**COURSES PERTAINING TO JOB APPLIED FOR:** \_\_\_\_\_

**ACTIVITIES, AWARDS, SPORTS, ETC.:** \_\_\_\_\_

**GRADUATE SCHOOL(S) ATTENDED:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DID YOU GRADUATE?** \_\_\_\_ **DEGREE:** \_\_\_\_\_

**PLEASE USE THE FOLLOWING SPACE TO PROVIDE ANY FURTHER INFORMATION ON TRAINING, EDUCATION, SKILLS, ABILITIES, HOBBIES, VOLUNTEER WORK, ETC., THAT YOU POSSESS OR HAVE EXPERIENCED THAT MAY BE HELPFUL IN THE EVALUATION OF YOUR APPLICATION.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CITY OF SOUTH LEBANON  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**APPLICATION FOR EMPLOYMENT**

**FORM D  
PAGE 5 OF 7**

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**PERSONAL INFORMATION**

**DO YOU HAVE ANY COMMITMENTS (I.E., SECOND JOB, SCHOOL, ETC.) WHICH MIGHT INTERFERE WITH, OR ADVERSELY AFFECT, YOUR EMPLOYMENT SHOULD WE SELECT YOU FOR A POSITION? YES: \_\_\_ NO: \_\_\_**

**If yes, please explain: \_\_\_\_\_**

**DO YOU POSSESS A VALID DRIVERS LICENSE? YES: \_\_\_ NO: \_\_\_**

**IF NO, CAN YOU OBTAIN ONE PRIOR TO EMPLOYMENT? YES: \_\_\_ NO: \_\_\_**

**ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? YES: \_\_\_ NO: \_\_\_**

**ARE YOU A RESIDENT OF OHIO? YES: \_\_\_ NO: \_\_\_**

**If not, are you willing to become a resident upon employment? YES: \_\_\_ NO: \_\_\_**

**PLEASE LIST THREE (3) REFERENCES WHO ARE NOT RELATED TO YOU THAT YOU HAVE KNOWN AT LEAST ONE (1) YEAR:**

**NAME: \_\_\_\_\_**

**PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_**

**NAME: \_\_\_\_\_**

**PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_**

**NAME: \_\_\_\_\_**

**PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_**

\*\*\*\*\*

**PLEASE READ EACH OF THE FOLLOWING PARAGRAPHS CAREFULLY. INDICATE YOUR UNDERSTANDING OF, AND CONSENT TO, THE CONTENTS AND CONDITIONS OF EACH PARAGRAPH BY PLACING YOUR INITIALS AT THE END OF EACH PARAGRAPH. IF YOU HAVE ANY QUESTIONS REGARDING THESE PARAGRAPHS, CONTACT THE EMPLOYER BEFORE INITIALING THE PARAGRAPH.**  
\*\*\*\*\*

- 1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing any medical examination that the employer deems necessary to determine whether I can physically perform the essential functions of the**

**CITY OF SOUTH LEBANON  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**APPLICATION FOR EMPLOYMENT**

**FORM D  
PAGE 6 OF 7**

position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol, or substance abuse testing.

Initials: \_\_\_\_\_

2. If employed, I understand and accept that, depending on the department in which I am applying for employment, I may be required to work evening shifts or night shifts, including weekends and be on call and work mandatory overtime hours.

Initials: \_\_\_\_\_

3. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application shall be disqualified from further consideration. I further understand and accept that if I am employed by the employer, I shall be terminated from employment, if any information required by this application has been falsified or intentionally excluded.

Initials: \_\_\_\_\_

4. I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that, depending on the department in which I am applying for employment, it may be necessary for the employer to investigate my background for any criminal or unlawful activity.

Initials: \_\_\_\_\_

5. I hereby authorize the employers, schools, and personal references named in this application to provide information regarding me to the employer. I further authorize the release of personnel, academic, and other records to the employer.

Initials: \_\_\_\_\_

**I SOLEMNLY SWEAR THAT ALL OF THE INFORMATION FURNISHED IN THIS EMPLOYMENT APPLICATION IS TRUE, ACCURATE, AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. I UNDERSTAND THAT ANY MISREPRESENTATION OR FALSIFICATION OF THE INFORMATION PROVIDED SHALL RESULT IN WITHDRAWAL OF AN EMPLOYMENT OFFER OR TERMINATION FOLLOWING EMPLOYMENT. I RECOGNIZE THAT MY FUTURE EMPLOYMENT WITH THE EMPLOYER WILL BE JEOPARDIZED IF I ENGAGE IN SUBSTANCE ABUSE, ILLEGAL DRUG USE, OR ALCOHOL ABUSE.**

**FINALLY, I AGREE THAT ANY CLAIM OR LAWSUIT RELATING IN ANY WAY TO**

**CITY OF SOUTH LEBANON  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**APPLICATION FOR EMPLOYMENT**

**FORM D  
PAGE 7 OF 7**

**MY SERVICE WITH THE CITY OF SOUTH LEBANON MUST BE FILED NO MORE THAN SIX (6) MONTHS AFTER THE DATE OF THE EMPLOYMENT ACTION THAT IS THE SUBJECT TO THE CLAIM OR LAWSUIT. I WAIVE ANY STATUTE OF LIMITATIONS TO THE CONTRARY.**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**CITY OF SOUTH LEBANON  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**FAIR CREDIT REPORTING ACT NOTICE AND AUTHORIZATION**

In order to process your application, or during the course of your employment, a consumer report may be obtained on you for employment purposes. It may be an investigative consumer report that includes information regarding your character, general reputation, personal characteristics, and mode of living. Such report may also be necessary in relation to any investigation regarding allegations of sexual harassment, discrimination, or disciplinary charges associated with your employment. The City of South Lebanon may utilize an outside organization to obtain a consumer report and/or to conduct investigations. If an investigative consumer report is obtained, you have the right to request a written summary of your rights prepared pursuant to 15 U.S.C. § 1681g(c); and, you have the right to request disclosure of the nature and scope of the report, which involves personal interviews with sources such as your neighbors, friends, or associates.

I hereby authorize the City of South Lebanon to obtain a consumer report, or an investigative consumer report, on me for employment purposes and to conduct investigations as outlined above.

\_\_\_\_\_  
Signature of Applicant/Employee

\_\_\_\_\_  
Date

**CITY OF SOUTH LEBANON  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**AUTHORIZATION FOR RELEASE OF INFORMATION AGREEMENT**

TO WHOM IT MAY CONCERN: I am an applicant for a position with the City of South Lebanon. The City needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above potential Employer.

I consent to your release of any and all public and private information that you may have concerning me; my work record; my background; my military service records; educational records; my financial status; my criminal history record, including any arrest records or any information contained in investigatory files; efficiency ratings; complaints or grievances filed by or against me; the records or recollections of attorneys at law or other counsel, whether representing me or another person in any case either criminal or civil, in which I presently have or have had an interest; attendance records; and any investigation and/or disciplinary actions including any files which are deemed to be confidential.

I hereby release you from liability or damages that may result from furnishing the information requested to a representative of the City of South Lebanon.

I agree to hold the City of South Lebanon harmless from any and all claims and liability associated with my application for employment or in connection with the decision whether or not to employ me. I understand that should information of a serious criminal nature surface as a result of the investigation, such information may be turned over to the proper authorities.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented, from and against all claims, damages, loses, and expenses, arising out of or by reason of complying with this request.

\*\*\*\*\*

\_\_\_\_\_  
Name Social Security Number (optional)

\_\_\_\_\_  
Address Telephone Number

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Witness Applicant's Signature

\_\_\_\_\_  
Witness Date

Sworn to me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary