

# **PUBLIC NOTICE**

**CITY OF MILFORD  
PERSONNEL COMMISSION MEETING  
Kyle Mitchell, Jennifer Hemminger, Andrew Burkett  
Thursday, August 4th at 5:00 pm  
745 Center Street, Council Chambers**

## **AGENDA**

Call to Order

Proceedings: Approval of the May 27, 2022, minutes

Agenda Items:

- Discussion: Service Worker II Positions
- And all additional matters that may properly come before the commission

Adjourn

Personnel Commission Meeting  
May 27, 2022

The meeting was called to Order at 4:00pm

Present: Kyle Mitchell, Jennifer Hemminger and Andrew Burkett  
Staff: Chief Jamey Mills, Police Department and Jackie Bain, Executive Assistant

Proceedings: The members approved the January 13, 2022 Personnel Commission meeting minutes

**Certifying the Police Officer Eligibility List**

Chief Mills presented, reviewed, and discussed with the commission members a list of twelve candidates in the selection process.

***Mr. Mitchell Made A Motion to Approve and Certify the Eligibility List Seconded by Ms. Hemminger All Ayes and The Motion Carried***

The meeting adjourned at 4:05pm

Respectfully submitted, Jackie Bain

These minutes have been approved and adopted by Mr. Mitchell, Ms. Hemminger and Mr. Burkett May 31, 2022

## **SERVICE WORKER II**

The City of Milford has up to five vacancies for Service Worker II. The five vacancies are promotional positions available for internal employees of the City. Interested and qualified applicants shall provide a letter of interest in lieu of an application outlining their qualifications for the position. Letter of Interest are due to the Personnel Commission via the Clerk of Council Office by 4:30 pm, Friday, August 12, 2022. Testing for each Service Worker II position will be in the form of a professional interview conducted by a member of the Personnel Commission, City Manager, and Service Department Supervisor.

**City of Milford**  
An Equal Opportunity Employer  
Position Description

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<b>Position Title:</b>	Municipal Service Worker II	<b>Class Title:</b>	Municipal Service Worker II
<b>Employment Status:</b>	Full-time	<b>Dept./Div:</b>	Service
<b>FLSA Status:</b>	Non-exempt	<b>Reports To:</b>	Service Superintendent
<b>Muni. Serv. Status:</b>	Classified	<b>Supervises:</b>	N/A

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**QUALIFICATIONS:** (An example of acceptable qualifications)

High school diploma or equivalent.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio Commercial Drivers' License (CDL) with appropriate endorsements (may be obtained within six [6] months of date of hire).

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

**Knowledge of:** department goals and objectives;\* department policies and procedures;\* safety practices and procedures; electrical installation, maintenance, and repair; electrical principles; road construction, maintenance, and repair; utility construction, maintenance, and repair; mechanical maintenance; proper lifting techniques; snow and ice removal; grounds maintenance and repair; project management.

**Skill in:** use or operation of maintenance and service machinery, tools, and equipment; motor vehicle operation.

**Ability to:** carry out detailed but basic written or oral instructions; deal with problems involving few variables within familiar context; recognize unusual or threatening conditions and take appropriate action; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; respond to routine inquiries from public and/or officials; recognize safety warnings; understand a variety of written and/or verbal communications; cooperate with co-workers on group projects; 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; move quickly and effectively from one task to another.

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

- (1) Performs a variety of street maintenance duties, including repairing asphalt surfaces, installing and replacing street signs and storm sewers, painting traffic lines on pavement, repairing traffic signals, operating leaf pickup equipment, cleaning and replacing catch basins, operating street sweeper, and operating snowplow and salt spreader.

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**Position Title:** Municipal Service Worker II

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- (2) Performs a variety of park and recreation maintenance duties, including grading and painting lines on soccer and baseball fields, mowing grass, and making repairs on park buildings and equipment.
- (3) Performs a variety of building and structure maintenance functions, including assisting in inspecting designated City facilities, painting buildings and street sign posts, making repairs on public buildings, planting flowers and shrubs, and constructing, erecting, and maintaining City street signs.
- (4) Operates a variety of equipment used in maintenance work, including trucks, backhoes, line painting equipment, riding mowers, pumps, air compressors, and rollers.
- (5) Performs routine maintenance and minor repair work such as cleaning vehicles, machinery, tools and other equipment.
- (6) Serves as lead worker within an assigned work area, providing direction to other employees.
- (7) Follows established safety procedures; reports unsafe conditions to supervisor.
- (8) Assists with department housekeeping, including proper storage of tools and equipment.
- (9) On call twenty-four (24) hours a day, seven (7) days a week.
- (10) Maintains a valid Commercial Driver's License.
- (11) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

- (12) Performs maintenance on cemetery grounds; coordinates arrangements with funeral directors; prepares, digs, and fills graves; secures vaults.
- (13) Installs corner posts and foundations.
- (14) Assists with water main breaks and sewer repair
- (15) Assists in other departments as needed.
- (16) Performs other related duties as required.

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Date Adopted:  
Date Revised: 6/15/12

Developed by:  
Clemans, Nelson & Associates, Inc.  
Columbus, OH 43235

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

Hand, electric, and manual tools; heavy equipment; motor vehicle.

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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 and understand the contents of my position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)

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