



CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF **Laborer**

Written Examination Date and Time: **January 30th 6:00 PM**

Written Examination Location: Kent Police Department
Training Room
301 S. Depeyster St.
Kent, OH 44240

Wage Range: **\$24.64 - \$29.93/ hour**

Examination will be used to establish an Eligible List to fill vacancies for the position of Laborer with the City of Kent Central Maintenance Department.

Application: Applications and information are available online at: <https://www.kentohio.gov/our-government/job-opportunities/>

Applications may be emailed to civilservice@kentohio.gov Or returned via mail to Kent Service Administration Complex, Attn: Civil Service, 930 Overholt Road, Kent, OH 44240.

Please note: that in the event of tie scores on the examination, priority on the eligible list shall be determined by date and time application was filed with the Commission.

Application Deadline: A completed Civil Service Application must be received by **Friday, January 24, 2025, 4:00 pm.**

Examination Process: A written examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting. The exam is to be administered on Thursday, January 30, 2025, at 6pm. Only those candidates who successfully pass the written examination with a score of 70% or better will be placed on the eligible list.

Responsibility: An entry level position, under immediate supervision, is responsible for performing a variety of semi-skilled and unskilled manual work in maintaining City grounds, streets, and various City facilities. Performs related work as assigned

Typical Tasks (Illustrative Only): General labor work for streets, utility systems and facilities, buildings and grounds, parks and recreation and related facilities as described further and other similar tasks. Picks up and hauls materials, sets barricades, washes trucks and other equipment as needed. Cuts, trims, rakes, plants, waters, and fertilizes lawns and foliage. Shovels aggregate. Collects and disposes of trash. Assists in

maintenance operations, including by example pothole patching, traffic painting, sign installation. Removes snow from walkways, parking areas and streets. Performs general grounds, equipment and facilities maintenance including painting, sanding, servicing, cleaning, sweeping and washing indoors and outdoors. Operates lawn and garden tractors, mowers, trucks, weed eaters, hedge trimmers, sanders, drills, and a variety of manual and power tools in maintaining grounds, equipment and facilities. Can operate vehicles in coordination with their CDL designation, including but not limited to: 2 ½ ton trucks, trucks with plows, trucks with trailers and any other over the road vehicles that are covered under the appropriate CDL designation. Can operate similar equipment as the Park Maintenance Laborer, such as front end loaders, and larger equipment. Can work independently. Two or more laborers can work together.

Distinguishing Characteristics of the Class: This is routine (repetitive) work consisting of routine and / or unskilled manual tasks. A laborer will follow established procedures and work methods and will have some independent judgement when implementing the work. A laborer may seek additional assistance if their work will require them to deviate from the established procedures or work methods.

Special Requirements: Incumbent is required to keep him/herself in physical condition sufficient to perform heavy manual labor over a sustained period of time and must be willing to work under adverse weather conditions. Possession of a valid State of Ohio Class A or B Commercial Driver's License with Air Brake Endorsement is preferred. A newly hired or transferred employee must at minimum present proof on the first day of work that they have a CDL Instruction Permit. Employees newly hired shall receive on the job training at the employer's expense and shall be required to obtain the necessary CDL within one hundred twenty (120) days of appointment to the position. Must have a good driving record at the time of hire and be able to maintain such good record at all times in compliance with the City of Kent's Motor Vehicle Safety and Usage Policy.

Necessary Knowledge, Skills, and Abilities: No knowledge needed for a variety of maintenance-related tasks. Willingness to perform routine manual work, which can be strenuous. Must have the physical ability to lift heavy objects up to 75 lbs., walk distances up to one mile at a time, climb ladders, shovel various substances, work aloft or in confined spaces and have the general stamina for strenuous work. Must have the ability to understand simple oral instructions.

Necessary Education Training and Experience: High school diploma or equivalent.

Essential Job Functions:

1. Performs a variety of strenuous physical activities, including but not limited to manual shoveling, raking, painting, lifting up to 75 lbs., walking up to one mile at a time, climbing ladders, and working aloft and in confined spaces.
2. Uses gardening equipment including but not limited to shovels, rakes, weed trimmers, mower, snow throwers, clippers, shears, and other equipment as needed.
3. Uses a variety of tools, including but not limited to hammers, drills, grinders, saws, sanders.
4. Must be able to work at all times, including varying shifts.
5. Must be able to work in extreme outside conditions including extremely hot and cold temperatures.
6. Must be able to work around industrial chemicals, including but not limited to chlorine, paints, solvents, cleaning products, and other chemicals found in the workplace.
7. Must possess and maintain a valid State of Ohio Class A or B Commercial Driver's License with Air Brake Endorsement and driving record must meet City of Kent's Motor Vehicle Safety and Usage Policy.
8. Handle repetitive assignments both indoors and outdoors.
9. Must be able to safely operate a pickup truck with attached trailer and plow truck with attached snow plow as required.
10. Can operate vehicles in coordination with their CDL designation, including but not limited to: 2 1/2 ton trucks, trucks with plows, trucks with trailers and any other over the road vehicles that are covered under the appropriate CDL designation.
11. Can operate similar equipment as the Park Maintenance Laborer, such as front-end loaders, and larger equipment.
12. Can work independently

13. Two or more laborers can work together.

Military Service: 20% extra credit for an applicant who has completed service in the uniformed services, and has been honorably discharged, or has transferred to the reserve with evidence of satisfactory service, or is a member of the National Guard or a reserve component of the armed forces of the United States who, at the time of the examination, has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of the Congress of the United States
OR

15% extra credit for any applicant who is a member in good standing of a reserve component of the armed forces of the United States, including the National Guard. The applicant must submit proof that the applicant successfully completed entry-level training.

Extra credit will be added to a composite score only after a passing score has been attained. A copy of the applicant's honorable discharge, the DD-214, or certificate of service **MUST BE SUBMITTED** with the Civil Service Application at the time of applying.

Accommodation for Testing: Persons requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

Special Note: In order to be admitted to the Written Examination on Thursday, January 30, 2025, applicants must present valid photo identification (such as a driver's license.) **Only those applicants that have filed an application with the Civil Service Commission by 4:00 PM on Friday, January 24, 2025, will be admitted to participate in the examination.**

Firearms, deadly weapons, and dangerous ordinances are not permitted at the testing site.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of race, color, religion, sex, nation origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state, and local laws.

The City of Kent is committed to fostering a workforce that's just as diverse as our community. If you share in this commitment, have a desire to make a difference, and are interested in a meaningful career serving the public, please consider a career with us.

Our commitment to diversity creates an atmosphere that is empathetic and understanding of our residents' needs and perspectives. The City of Kent actively seeks and encourages applications from persons with diverse backgrounds and characteristics to join our team.