



**INTEROFFICE MEMORANDUM**

PLEASE POST  
ALL 12/23/24

**TO:** All Department/Division Heads  
**FROM:** Human Resources  
**DATE:** 12/23/24  
**SUBJECT:** **JOB OPPORTUNITY: Department of Recreation and Public Lands  
Cemeteries and Parks Division**

---

CLASS TITLE: **Maintenance Worker I – 3 Positions**

**GRADE 7**

**HOURLY ENTRANCE RATES:**

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
\$19.33	\$20.30	\$21.33	\$22.39	\$23.51	\$24.68

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **High school diploma or equivalent required. Valid Ohio Driver's License. Work involves performance of a variety of general laboring and maintenance work in the care and upkeep of cemeteries, park grounds and recreational facilities. Knowledge of type and uses of tools, materials and standard equipment in maintenance work. Ability to work outside in varying weather conditions; ability to work shift work and possible weekends. Open to all.**

Current employees who are members of the International Union of Operating Engineers must be non-probationary.

Competitive wage and benefits package to include (but not limited to): Ohio Public Employees Retirement System, Deferred Compensation Programs, Employee Assistance Program, Sick Leave Accrual – verifiable sick leave from other, Ohio Public Employers accepted with no limit and Vacation Leave – Up to five weeks with other, verifiable, Ohio Public Service Time.

Submit applications and resumes to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 or email to [employment@painesville.com](mailto:employment@painesville.com) **No later than 4:30pm on January 6, 2025.**

**Blank application forms may be obtained from the switchboard attendant at City Hall or online at [www.painesville.com/employment](http://www.painesville.com/employment) A full job description can be viewed at City Hall or on the City's website.**

**The City of Painesville is a drug & alcohol-free employer.**

*The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.*



**POSITION DESCRIPTION**  
*An Equal Opportunity Employer*

**Position Title:** Maintenance Worker I 2108

**Department:** Recreation & Public Lands, Cemeteries & Parks Division **Date:** February 5, 2016

**Pay Class:** 7

**Exempt / Non-exempt:** Non-exempt

**General Purpose for Job:** This is unskilled and semi-skilled work in a variety of public lands maintenance activities.

Work involves performance of a variety of general laboring and maintenance work in the care and upkeep of cemeteries, park grounds, parking facilities, and recreational facilities. Work may involve the operation of light trucks, mowers, and similar equipment in the course of completing work assignments. A supervisor assigns and reviews work. Work is reviewed while in progress and through observation of results obtained.

**DUTIES** *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Mows grass with small tractor, self-propelled riding mower, or hand mower; picks up litter.
- Performs a variety of semi-skilled carpentry, electrical, and plumbing repairs at park facilities; paints interiors and exteriors of recreational facilities and similar structures.
- Cleans gutters, culverts, sewers, and other drainage structures by hand; sweeps streets, gutters, and sidewalks by hand; loads and unloads stone, gravel, dirt, asphalt, timber, and heavy mechanical equipment; digs post holes and sets posts.
- Plants grass, flowers, trees, and other plants; waters ground and plants; rakes leaves; cuts brush.
- Assists in digging graves; fills graves and replaces sod; digs and fills in cement foundations for headstones.
- Assists in the maintenance of assigned equipment; participates in snow removal and ice control.
- Performs related work as required.

**MINIMUM EDUCATION AND EXPERIENCE** *(Required to qualify for position)*

**Education:** High school diploma

**Experience:** Maintenance work related to the area of assignment.

*A different combination of education and experience may be acceptable if deemed equivalent.*

**KNOWLEDGE, SKILLS AND ABILITIES** *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

**Knowledge of:**

- The type and uses of tools, materials, and standard equipment used in maintenance work.
- The hazards and safety precautions of the work.
- The operation and maintenance requirements of light trucks, mowers, and similar equipment.

**Skill and Ability to:**

- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with others.
- Lift 50 lbs. regularly and 100 lbs. occasionally; ability to carry 50 lbs. at least 100 feet, and 100 lbs. at least 25 feet; ability to climb up and down ladders, in and out of dump trucks/loaders; ability to bend frequently during a work day; ability to consistently work outside in varying weather conditions and hours; ability to drive; ability to work in confined spaces; ability to communicate with the public and other employees effectively; ability to hear, see, speak, read, write, understand, stand for long periods; ability to flag traffic, grasp, and push/pull.

**License or Certification Required:** Valid Ohio Driver's License

**Physical Demands:** Ability to lift 50 lbs. regularly and 100 lbs. occasionally; ability to carry 50 lbs. at least 100 feet, and 100 lbs. at least 25 feet; ability to climb up and down ladders, in and out of dump trucks/loaders; ability to bend frequently during a work day; ability to consistently work outside in varying weather conditions and hours; ability to drive; ability to work in confined spaces; ability to communicate with the public and other employees effectively; ability to hear, see, speak, read, write, understand, stand for long periods; ability to flag traffic, grasp, and push/pull.

**Scheduling Demands and Constraints:** Ability to work shift work and possible weekends.