



# Service Worker

Reports to: Service Director

2025 hourly pay rate, per collective bargaining agreement:

Service Worker 1	\$27.51
Service Worker 2	\$24.85
Service Worker 3	\$22.18

Reporting to the Service Director, the Service Worker will be assigned a variety of City maintenance, improvement, and beautification work using various equipment, vehicles, and tools. Service Workers assist with all Service Department and City work as needed. Schedules will require some evening, weekend, and emergency call-out hours as needed.

## Duties and Responsibilities

This description and list of duties is not to be construed as all-inclusive: other duties may be assigned and required.

- Work independently or with Service Department staff on maintenance, construction, repair, other
- Adhere to standards, procedures, safety policies, and work assignments.
- Maintain buildings and facilities as assigned (e.g., clean restrooms and windows, mop and sweep floors, remove trash, etc.).
- Conduct routine inspections during the course of work and report problems, safety concerns, and the need to make repairs and improvements
- Perform routine painting, cleaning, sweeping and weekly up-keeping of City property; assists in repair of roads, walks, buildings.
- Operate and maintain vehicles, equipment and tools in a safe manner.
- Perform preventive maintenance and repairs on mechanical equipment as needed
- Assist with programs, activities, special events, improvement projects as needed.
- May supervise seasonal and other staff to accomplish tasks.
- Evening, weekend and emergency call-out work **required** as needed.

Specific tasks may include but are not limited to:

- **Landscaping**
  - City grass cutting, trimming, edging
  - Planting, mulching and fertilizing of grass and flowers
  - Tree trimming, removal and planting
  - Stump grinding and removal
  - Storm damage debris, tree removal and clean-up
- **Streets**
  - Patching pot holes and crack sealing
  - Cleveland Water dig job repairs
  - Replacing concrete from start to finish on city streets and curbs
  - Removal of dead animals
  - Car accident and oil spills cleanup
  - Cleanup of any garbage littering the streets
- **Sewers**
  - Flushing out city mains
  - Snaking storm lines
  - Repairing laterals
  - Locating tees
  - Using a camera to locate tees and find any damage in sewer lines

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- Catch basins and manhole repairs
  - Storm damage cleanup
- **Traffic Safety**
  - Install and maintain street signs
  - Maintain traffic control devices, i.e. traffic signals, walk/don't walk signals, school flashers
  - Painting of cross walks and turn arrows
  - Work zone setup
- **Maintenance**
  - Cleaning of trucks
  - Sand blasting trucks and salt bodies
  - Clean garage
  - Mopping floors, vacuuming
- **Seasonal**
  - Leaf pick-up
  - Snow removal in parking lots and streets
  - Salting bridges by hand, cleaning sidewalks and crossing guard corners
  - Holiday lights and decorations around city buildings
  - Flags and banners put up around the city for events
  - Old tires, paint, hazardous materials and oil roundups. Package for pick-up.
- **City Buildings and Facilities**
  - Maintenance of interior and exterior
  - Plumbing, carpentry
  - Painting and wallpapering
  - Weather proofing
  - Repair of sump pump, toilets, sinks and drains
- **Miscellaneous**
  - Extensive public contact
  - Assist other departments
  - Board up of abandoned and fire damaged houses

Valid Commercial Driver's License (CDL) with acceptable driving record preferred.

Prior training, education and/or experience in maintenance, landscaping, construction or related disciplines preferred.

Must successfully complete background check and drug screen prior to hire.

Applications are available on the City of Maple Heights website: [www.citymapleheights.com](http://www.citymapleheights.com) and also at City Hall located at 5353 Lee Road, Maple Heights, Ohio 44137. Please return application, resume and cover letter to the City of Maple Heights, Department of Human Resources, at address above; or [hr@mapleheightsohio.com](mailto:hr@mapleheightsohio.com). Position will remain open until filled.

*The City of Maple Heights is an Equal Opportunity Employer. The City of Maple Heights will not discriminate against any individual or group because of race, gender, sexual orientation, religion, age, height, weight, genetic information, national origin, color, marital status, political beliefs, or disability. Applicants with a disability who may need an accommodation to complete the pre-employment application or participate in the interview process should make such a request to the City of Maple Heights Human Resources Department. The City of Maple Heights is a drug-free and smoke-free workplace.*