

Silverton Maintenance Worker

Position Profile for the Village of Silverton, Ohio



Fall in the Village of Silverton. Photo by Tom Kinsel.

Inclusion and Diversity

The Silverton community has been the most racially diverse and inclusive community in the Cincinnati region for fifty years. But Silverton is not resting on this rich legacy of diversity. Our viewpoints on inclusion continue to expand and grow. Silverton not only prohibits discrimination due to race, gender, sexual orientation, religion, age, national origin, disability, or veteran status in recruiting, hiring, training, and promotions for all Village positions. But the Village of Silverton strives to build and nurture a culture where intentional inclusiveness is how we do everything. Silverton aspires to be an anti-racist organization. Please apply to join our team and help us improve our shared understanding of inclusion together.

How to Apply

Please read this entire packet of materials. The maintenance worker position is open until filled; however, the first review of candidates will take place after Monday, October 11, 2021.

Compensation

This is a full-time, hourly, classified position. The hourly wage ceiling for the position in 2021 is \$24.31 for an annual compensation cap of \$50,564.80 per year, excluding overtime.

The expected starting pay, subject to experience and qualifications, will be between \$16 and \$18 per hour. The amount of overtime varies yearly depending on severe weather event frequency, including the amount of snowfall. The position includes vacation, sick leave, 12 paid holidays per year, medical and dental insurance, participation in the Ohio Public Employees Retirement System (OPERS), and training opportunities.

The Silverton Community

The Village of Silverton—a first-ring suburb of the Cincinnati with a population of 4,788—is conveniently located on the east side of the metro area in Hamilton County. The Village enjoys easy and direct access to all of the major economic and event centers in the region. Silverton was incorporated in 1884 as the Hamlet of Silverton when intercity rail was extended from downtown Cincinnati through Silverton to Lebanon, Ohio. The community's most dramatic growth period occurred during the post-war housing boom with Silverton achieving city status in 1961. During the 1960s and 1970s Silverton was intentionally integrated and today serves as an example of harmonious racial relations for not only the Cincinnati region, but the nation as a whole. In 2011, Silverton's population fell below 5,000, and Silverton resumed village status.

Residents are drawn to Silverton because of its diversity, convenience, charming homes, walkability, progressive governance, and neighborliness. Silverton Elementary built at what used to be a portion of Silverton's Ficke Memorial Park, is operated by the Cincinnati Public Schools system. The school opened its doors on its new site in 2013. Silverton is taking steps to reverse its population loss by adding new market rate housing options, including 204 luxury apartment units at Ag 47, at the former Silverton Paideia school site along Stewart Road.

Residents describe the community as safe, friendly, welcoming quiet, walkable, inclusive, family-oriented, diverse, neighborly, authentic, welcoming, and progressive. Silverton is deliberate and intentional about our responsibility to be environmentally sustainable. Also, in recent years, the Village has welcomed families that are truly diverse. This includes Syrian refugees, gay and lesbian families, immigrants from Central America, the disabled, veterans, and persons with wide-ranging interests and viewpoints. All are welcome in Silverton.

The Village of Silverton

Mayor John A. Smith and his colleagues on Council are the elected representatives of the residents of Silverton. All members of Council are seasoned, with the newest member of Council having ten years of tenure. Silverton operates under the Council-Manager form of government. Village Council hired the current Village Manager in 2014.

The Village of Silverton is a small but hardworking organization. In addition to the Village Manager, the Village employs a part-time Finance Director, a Clerk of Council, an Income Tax Specialist, a Seasongood Research Fellow, a Director of Public Works, and four Maintenance Workers. With only eight full-time and three part-time employees, the Village accomplishes a great deal with a small work force. The Village occasionally hires seasonal maintenance workers and interns to augment its lean work force. The Maintenance Worker is a key member of the Silverton team.



Silverton goes out of its way to build community through resident engagement and special events. Photo by Tom Kinsel.

Silverton contracts with the Hamilton County Sheriff's Office for law enforcement. Silverton Town Hall serves as District 4 Headquarters, supporting patrol deputies serving Silverton and Columbia Township. The Village contracts with Rumpke for solid waste and recycling services. Silverton relies on The Kleingers Group for engineer, surveying, planning, and landscape architectural services, and Dinsmore and Shohl for legal assistance. The Deer Park Silverton Joint Fire District, a separate legal entity created in 1999, provides fire and emergency medical services to both Deer Park and Silverton. The Village contracts with Hamilton County Health and emergency communications and 9-1-1 services are provided by the Hamilton County Communications Department. These partnerships are instrumental in helping the Village of Silverton operate as a progressive local government with a small staff.

Public Infrastructure

Like many inner-ring suburbs, Silverton has had to defer capital investments for many years. But progress has been made to address this recently. Ficke Park was rebuilt in 2013 and 2015. Silverton Park was upgraded in 2016. Stoll Lane Park was established in 2018, and Silverton installed its first piece of public art in 2018 and its second in 2020. A new Vietnam War Memorial was dedicated on May 25, 2020. The Village still needs to add more park space, but Silverton has made great improvements on its parks' quality in recent years.

By the end of 2021, Silverton will have rebuilt or resurfaced 40% of its lane miles over the last seven years. In addition, by the end of 2021, Silverton will have inspected and replaced

(as needed) 30% of the community's sidewalks over the same period of time. More road resurfacing and reconstruction is needed throughout the 2020s, but the Village has made great strides on its transportation system. Silverton is looking ahead to modernizing traffic signals and resurfacing Montgomery Road in 2022 utilizing state and federal grants and local resources. Success obtaining Ohio Public Works Commission funding (as well as other grants) has been essential to helping the Village catchup on its road system



The "All In This Story Together" © Erin Barker mural was installed in partnership with Women Writing for (a) Change in 2018. This is Silverton's first piece of public art. Photo by Tom Kinsel.

Silverton relocated its administrative offices to 6943 Montgomery Road in 2018 so that the 1951-built Silverton Memorial Municipal Building could become a craft brewery. HighGrain Brewing Company opened in May of 2019 in this former city hall. In 2020, the Village has installed solar panels at Town Hall to make the building a net-zero building, and has replaced all street lights in the community with LEDs to reduce carbon and cost. The Public Works facilities will need investment in the coming years. A new salt storage solution is needed. A hill next to the public works facility needs to be stabilized. Replacement equipment will need to be acquired, including a new bucket truck, new mowers, a new leaf collections system, and a replacement wood chipper. This will need to be done with an eye to reducing the Village's dependence on carbon.



A typical Silverton residential street. Many of the homes in Silverton were built in the 15 years after World War II. These homes are well-built, but need maintenance and attention. Photo by Tom Kinsel.

Application Process

The Village is a bit old school when it comes to job applications. The best way to apply is to send a cover letter and resume to:

Village Manager
Attn: Maintenance Worker
Silverton Town Hall
6943 Montgomery Road
Silverton, Ohio 45236

You can also email the Village Manager a copy of resume and cover letter. Please email these to M.George@SilvertonOhio.us. Please do not send both paper and an electronic version of your application.

The Village will not accept calls of inquiry on the status of this recruitment until after October 31, 2021. This position is open until filled; however, the first review of candidates will take place after Monday, October 11, 2021.



MAINTENANCE WORKER

Prepared: December 10, 2020

QUALIFICATIONS:

High school diploma/GED or any equivalent combination of training and experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Valid Ohio driver's license in good standing; must maintain insurable status with Village's insurance carrier. A valid driver's license from another state is also acceptable.

ESSENTIAL FUNCTIONS OF THE POSITION:

(For purposes of 42 USC 12101)

- 1) Forms, pours and finishes concrete; spreads gravel, dirt, tar and other materials in the repairs of roads and sidewalks; loads and unloads bobcat and other trucks.
- 2) Performs a variety of grounds maintenance work, including planting and trimming trees and shrubs, mowing grass, clearing areas of brush and trees, snow removal, raking leaves,
- 3) Operates large equipment including but not limited to snowplows, backhoes, mowers, and dump trucks.
- 4) Assists in repairing water lines, assists in rodding and cleaning manholes; digs ditches.
- 5) Assists in preparing and painting walls and buildings; makes minor repairs to Village buildings; assists in minor construction/repair, carpentry, electrical and plumbing work.
- 6) Operates a variety of standard power tools and equipment in grounds and building maintenance and repair activities on a regular basis.
- 7) Assists in picking up trash and recycling; assists with special pickups; washes trucks; greases and maintains trucks; clears debris from ditches.
- 8) Assists with maintenance of ball fields, parks, rights-of-way and Village property.
- 9) Follows all department safety practices and procedures.
- 10) Performs work, on call, in emergencies.

- 11) Maintains all required licenses and/or certificates.
- 12) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 13) Demonstrates regular and predictable attendance.
- 14) Marginal Functions:
 - A. Attends public meetings and community special events, as necessary, including interacting with residents and visitors.
 - B. Performs related duties and responsibilities as required.

MINIMUM ACCEPTABLE CHARACTERISTICS:

Knowledge of: safe and correct use of hand and power tools and equipment common to the work; occupational hazards and safety precautions of the work; department policies and procedures; department goals and objectives; workplace safety.

Ability to: learn the methods, materials and equipment used in building and grounds maintenance work; learn to operate and control power tools; small trucks and equipment, snow blowers and other equipment; provide and follow instructions in written and oral form; establish and maintain effective working relationships with others; lift heavy objects, dig, bend and lift while making repairs; judge distance effectively in operating all equipment; stand and sit for long periods of time; perform varied and strenuous physical manual work for prolonged periods of time; work in extreme weather conditions; work independently

NECESSARY SPECIAL REQUIREMENTS:

Subject to work related calls after hours.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

The Maintenance Worker often works outside in inclement and severe weather conditions with exposure to extreme hot and cold. This position may work in emergency conditions involving ruptured pipes, unstable building conditions, or other tasks require quick work in adverse conditions, and unusual physical exertions.

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.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)