

**WILLOUGHBY CIVIL SERVICE COMMISSION
ENTRY LEVEL SERVICE DEPARTMENT
TESTING INFORMATION AND JOB REQUIREMENTS**

The Willoughby Civil Service Commission announces an examination to establish an Entry Level Service Department Eligibility list. Applications are available on line or at City Hall and will only be accepted IN PERSON (ID required) at Willoughby City Hall, One Public Square, Willoughby, Ohio beginning Monday, September 28, 2020 (until 6:00 p.m. on Sept 30th ONLY) through Friday, October 9, 2020 during regular business hours. ONLY THE FIRST 45 APPLICATIONS FILED WILL BE ACCEPTED. The exam is scheduled for Monday, October 19, 2020 at 6:30 p.m. and will be administered at the David E. Anderson Willoughby Senior Center, 36939 Ridge Road, Willoughby, Ohio. Registration will be from 6:00 p.m. – 6:30 p.m. No one will be admitted after testing begins. **A PHOTO ID MUST BE PRESENTED TO TAKE THE EXAM.**

- Applicants must acquire a Class B CDL within six months of hire.
- Possess a high school diploma or equivalent.
- Ability to work at heights and in confined spaces.
- Perform heavy manual labor for prolonged periods under adverse conditions.
- Ability to use power and hand tools to make minor electrical and plumbing repairs.
- Maintain records and prepare reports.
- Applicants must have a mechanical aptitude with experience and knowledge of the methods, materials and equipment used in maintenance and construction work.
- Ability to maintain effective relations with supervision and the general public and work various shifts as required.
- Candidates will be subject to a background investigation and medical exam with drug screen.
- In case of tie scores between applicants, the earliest filed application will take precedence.

AN EQUAL OPPORTUNITY EMPLOYER

*Due to the current COVID-19 pandemic and in the interest of safety, applicants will be required to complete a liability waiver, participate in a COVID-19 pre-exam screening, wear a mask at all times (unless medical exemption documentation is provided) and practice social distancing.