WILLOUGHBY CIVIL SERVICE COMMISSION
ENTRY LEVEL SERVICE DEPARTMENT
TESTING INFORMATION AND JOB REQUIREMENTS
(APPLICATIONS LIMITED TO 50)

The Willoughby Civil Service Commission announces an examination to establish an Entry Level Service Department Eligibility list. Applications are available online at https://willoughbyohio.com/wp-content/uploads/2022/05/willoughby-employment-applicationfillable.pdf or at City Hall and will only be accepted in person at Willoughby City Hall, One Public Square, Willoughby, Ohio beginning Monday, April 29, 2024 (until 6:00 p.m. on May 8th ONLY) through Friday, May 17, 2024 during regular business hours. The exam is scheduled for Wednesday, May 22, 2024 at 6:00 p.m. and will be administered at the David E. Anderson Willoughby Senior Center, 36939 Ridge Road, Willoughby, Ohio (located in Union Village just east of Ohio Living Breckenridge Village). Registration will be from 5:30 p.m. – 6:00 p.m. No one will be admitted after testing begins. **A PHOTO ID MUST BE PRESENTED TO TAKE THE EXAM.**

- Applicants must possess or acquire a CDL (Class A or B) within 1 year 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.
- Excellent benefit package provided with a minimum starting pay of **$25.76** an hour.
- 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