



**WILLOUGHBY CIVIL SERVICE COMMISSION  
ENTRY LEVEL SERVICE DEPARTMENT EXAM  
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-ammended2024.pdf> or at City Hall. Applications can be submitted to [civilservice@willoughbyohio.com](mailto:civilservice@willoughbyohio.com) (PDF format only—pictures not accepted) or in person at Willoughby City Hall, One Public Square, Willoughby, Ohio beginning Thursday, August 13, 2026 through Thursday, September 3, 2026 during regular business hours. The exam is scheduled for Wednesday, September 9, 2026 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 be able to acquire and maintain a CDL (Class A or B) within 1 year of hire.
- Must have a high school diploma or equivalent.
- May need to work at heights and in confined spaces while using equipment.
- Ability to perform heavy manual labor for prolonged periods of time, indoors, outdoors and under all weather conditions.
- Able to operate light power tools and equipment.
- Applicants must have a mechanical aptitude with experience and knowledge of the methods, materials and equipment used in maintenance and construction work. Must be able to maintain records and complete work reports.
- Ability to maintain effective relations with supervisors and the public.
- Availability to work various shifts as required.
- Excellent benefits package provided with a minimum starting pay of **\$28.47** per hour.
- Prior to appointment candidates must pass a background check, medical exam and drug screen.
- In case of tie scores between applicants, the earliest filed application will take precedence.

**AN EQUAL OPPORTUNITY EMPLOYER**