



Heartland Values, Flowing Opportunities

Employment Opportunity – Join the City of Napoleon

Municipal Worker I/II

The City of Napoleon is currently accepting applications for the position of Municipal Worker I/II – Refuse/Recycling. This position is responsible to safely operate a garbage/recycling truck on specified routes and load/unload refuse/recycling. Applicant must possess a high school diploma or equivalent. No CDL required, but a successful applicant will be required to obtain one within six (6) months of hire date. This is a full-time position with a pay rate of \$19.09 – \$22.60 per hour. Applications may be obtained between 7:30 a.m. – 4:00 p.m. from the City of Napoleon’s Administration Building or at www.napoleonohio.com. A completed application must be returned by 4:00 p.m. on April 18th, 2025, to be considered. The City of Napoleon is an Equal Opportunity Employer.

Learn more about this job opportunity, complete job description and application by visiting www.napoleonohio.com.

**Contact City of Napoleon’s HR Director with questions at
(419) 592-4010 or broof@napoleonohio.com**

City of Napoleon is an Equal Opportunity Employer

City of Napoleon

MSW I

DEPARTMENT: Operations
REPORTS TO: Operations Superintendent
FLSA STATUS: Hourly (Non-Exempt)
CIVIL SERVICE: Classified (Non-Competitive)
UNION: AFSCME
APPROVED BY: Joel Mazur, City Manager
LAST UPDATED: February 20, 2017

SUMMARY

Performs a wide variety of unskilled and semi-skilled work in the operation of equipment and tools used in construction, repair and maintenance activities and collection of solid waste. Employee works under close supervision of a technical or administrative superior.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Performs a wide variety of maintenance and repair activities requiring the use of tools and equipment such as street sweepers, mowers, pug mills, single axle dump trucks, snow plows and other light and medium equipment as necessary.
- Assists in performing a variety of duties assigned to a higher level class in the maintenance of streets, parks, dumps, alleys, and other City facilities.
- Picks up refuse containers and empties them into sanitation packer, returns containers to prescribed area.
- Checks and services assigned equipment; performs routine maintenance, emergency repairs and reports mechanical problems for shop repair.
- Assists in digging and filling of graves at the City cemeteries; cleans gutters, culverts, sewers and other drainage structures.
- Installs and repairs water meters, sewer lines, waterlines, meter vaults, valves and fire hydrants.
- Maintains collection and distribution lines; assists in routine line jetting operation or jet lines in response to customer complaints.
- Operates excavation equipment as necessary, cleans and makes minor repairs of equipment; performs semi-skilled maintenance and repair work involving mechanical pipe-fitting masonry, welding and other trades as directed.
- Performs other related work as assigned.

QUALIFICATIONS

- Considerable knowledge of equipment operating principles.
- Considerable knowledge of the hazards and safety precautions common to equipment operation.
- Skill in operating a variety of equipment.
- Ability to operate equipment of various kinds under varying conditions in the accomplishment of assigned tasks of varying complexity.
- Ability to perform minor equipment maintenance and repair functions.
- Ability to grasp relatively complicated instructions relative to job assignments.
- Must be able to make moderately simple mathematical calculations.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent.

LANGUAGE SKILLS

- Must be able to communicate effectively verbally and in writing.

REASONING ABILITY

- Must be able to understand and carry out complex oral and written directions.
- Ability to establish and maintain effective working relationships with employees and the public.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- Must possess and be able to maintain a valid Ohio Driver's License

PHYSICAL DEMANDS

- Ability to perform strenuous labor for extended periods of time.

WORK ENVIRONMENT

This job is performed on and off site City limits.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

City of Napoleon

MSW II

DEPARTMENT: Operations
REPORTS TO: Operations Superintendent
FLSA STATUS: Hourly (Non-Exempt)
CIVIL SERVICE: Classified (Non-Competitive)
UNION: AFSCME
APPROVED BY: Joel Mazur, City Manager
LAST UPDATED: February 20, 2017

SUMMARY

Performs moderately complex unskilled and semiskilled work in the operation of equipment and tools used in construction, repair and maintenance activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Performs a wide variety of maintenance and repair activities requiring the use of hand tools, power equipment such as chain saws, cut off saws, floor saws and pumps; operates wheeled equipment such as one and four ton single axle dump trucks including snow removal attachments, pickup trucks, service trucks and refuse collection vehicles.
- Assists in performing a variety of duties assigned to a higher level class in the maintenance of streets, parks, alleys, and City owned utilities.
- Performs duties typical of lower level municipal services personnel and operates equipment as required.
- Checks assigned equipment; performs routine maintenance, emergency repairs and reports mechanical problems to the Central Garage for repair.
- Operates heavy equipment in a learning capacity such as backhoes, wheel loaders, motor graders, and combination sewer cleaning machines.
- Trains less experienced employees in appropriate areas.
- Installs, maintains and repairs water meters, service lines, meter valves, fire hydrants, and other related equipment; investigates customer questions and complaints; does line locating as assigned; assists in precise record keeping.
- Installs, maintains and repairs wastewater collection lines and other related equipment; participates in routine line cleaning, operates closed circuit television equipment, performs dyed water and smoke testing, keeps logs of test results; investigates customer questions and complaints, performs line locating as assigned, assists in precise record keeping.
- Installs, maintains and repairs storm water collection lines, participates in routine line cleaning, performs maintenance operations on catch basins, outfalls and other related equipment; operates closed circuit television equipment, performs dyed water and smoke testing, keeps logs of test results, investigates customer questions and complaints, assists in precise record keeping.
- Assists in the operation of the City's yard waste site.
- Participates in the spring and fall seasonal cleanups.
- Operates rear loading refuse collection units, collects solid waste and recyclables on the City's weekly refuse and recycling routes.
- Performs other related work as needed and/or assigned.

QUALIFICATIONS

- Must have considerable knowledge of construction and maintenance equipment as outlined above, operating principles and the hazards and safety precautions common to equipment operation.
- Must be skilled in operating a variety of construction and maintenance equipment and be able to operate equipment of various kinds under varying conditions in the accomplishment of assigned tasks of varying complexity.
- Must be able to perform minor equipment maintenance and repair functions.
- Must be able to make moderately complex mathematical calculations.

EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent.
- Two (2) years of experience as or in a position equivalent to Municipal Service Worker I or any equivalent combination of education and experience.

LANGUAGE SKILLS

- Must be able to communicate effectively verbally and in writing.

REASONING ABILITY

- Must be able to understand and carry out complex oral and written directions.

CERTIFICATIONS, LICENSES, REGISTRATIONS

- Must possess and be able to maintain a valid Ohio Class B CDL License (with tanker endorsement preferred).
- Must possess and be able to maintain a valid Ohio Driver's License.

PHYSICAL DEMANDS

- Must be able to lift and move fifty (50) pounds frequently and one hundred (100) pounds on occasion.

WORK ENVIRONMENT

This job is performed on and off site (City limits).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.