

PUBLIC NOTICE
CITY OF BARBERTON, OHIO
AN EQUAL OPPORTUNITY EMPLOYER

PLEASE READ THIS NOTICE CAREFULLY PRIOR TO FORWARDING RESUME

POSITION

Job Title: General Foreman Utilities Department

Classification: Classified/Non-Bargaining
Full-time/Exempt
Salary: \$60,871.96 - \$87,422.99

Benefits: Medical, dental, vision and life insurance, vacation, sick leave, and pension

Summary: Supervises water distribution, sanitary sewer system construction, maintenance and repair projects, and the activities of assigned personnel; maintains inventory of materials and supplies; prepares reports and other documentation.

QUALIFICATIONS

Completion of secondary education (high school or GED), plus five (5) years' experience in in water distribution and sanitary sewer system construction, maintenance and repair, including experience as a crew leader, or equivalent combination of training and/or experience.

LICENSURE AND CERTIFICATION REQUIREMENTS

Must possess and maintain a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable under the City's vehicle insurance policy; possess and maintain a Commercial Driver's License (CDL) with appropriate endorsement(s). Must possess a Class II Water Distribution Operator's License and Sewer Collection; obtain and maintain a Backflow Prevention Certificate within six (6) months of the date of hire; complete a Backflow Site Survey Inspection course within twelve (12) months of the date of hire.

MINIMUM ACCEPTABLE CHARACTERISTICS

Knowledge of: Supervisory practices; division policies and procedures; safety practices and procedures; applicable EPA rules and regulation; the principles, practices, equipment, and material utilized in the installation, maintenance, and repair of water distribution and sanitary sewer systems; inventory control practices; backflow prevention practices; basic computer practices.

Skill In: Instructing others in the use of hand and power tools and the operation of motorized equipment.

Ability to: Collect, analyze, and interpret data; communicate effectively; develop and maintain working relationships with co-workers, supervisors, and the general public; read and interpret maps, drawings, and plans for proposed or existing facilities; prepare and maintain accurate documentation; gain access to various work locations.

OTHER

Pre-employment medical examination is required.

EXAMINATION INTERVIEW

Only those applicants who meet the Minimum Qualifications as outlined in this Notice will be interviewed for the position of Assistant Planning Director. Interview questions will be scored based on a 1-5 Scale; one (1) being the lowest and five (5) being the highest rating. Once all interviews are conducted and scored, a list will be assembled in rank order of all candidates from highest to lowest overall score. This list will be presented to the Civil Service Commission for approval and certification. Candidates will receive notification of rank order electronically and regular US Mail.

Extra Credit: An applicant must receive a passing score of seventy percent (70%) prior to any extra credit added to the applicant's score. Maximum percentage of Extra Credit allowed is twenty-five percent (25%). Extra Credit is only applicable to entrance examinations.

Military Service:

20% An applicant who has completed service in the Uniform Services, who has been honorably discharged from the Uniform Services or transferred to the Reserve with evidence of satisfactory service, and who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than one hundred eighty (180) days of active duty service pursuant to an Executive Order of the President of the United States or an act of Congress may file a Certificate of Service or honorable discharge shall receive a credit of twenty percent (20%) of the person's total grade. A person who receives an additional credit under this section shall not receive an additional credit pursuant to Rule VI, Section (7)(b) of the City of Barberton Civil Service Rules, Regulations, and Procedures. (Form DD214 required)

Reserve Component of the Armed Forces of the United States:

15% An applicant in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Residency:

5% Five percent credit to those who pass the Civil Service test and who can demonstrate residency *within the corporate limits* of the **City of Barberton** for a period of one year prior to the date of application receipt. A signed affidavit will be accepted as proof of residency. Residency must be established at least 1 year prior to date of application. See attached Residency Affidavit for definition. The Residency Affidavit must be signed and notarized by a State of Ohio Notary Public or military notary. A notary public will be available in the Civil Service Office for your convenience (no charge). Applicants may be required to provide additional proof of residency upon the request of the Commission.

Prior City Employment:

0.1 1/10 (One Tenth) of a point will be given to those who pass the Civil Service test for each month of prior work experience with the City of Barberton. Prior employment will be verified by the City. IT IS THE APPLICANT'S RESPONSIBILITY TO NOTIFY THE CIVIL SERVICE COMMISSION OF PRIOR CITY OF BARBERTON EMPLOYMENT SERVICE.

HOW TO APPLY:

A completed City of Barberton employment application and resume must be submitted by 4:00pm, Friday, February 27, 2026. Go to www.cityofbarberton.com and select Job Openings to download application and view the job description. Only City of Barberton applications with an accompanying resume will be considered for employment. Submit resume and employment application electronically to mwolfe@cityofbarberton.com or mail to:

Civil Service Commission Office
Attn: Michelle Wolfe
576 West Park Ave. Room 102
Barberton, Ohio 44203
330-848-6710

False, misleading, or incomplete information provided during the application and background investigation process may result in disqualification from employment.