

CITY OF ONTARIO  
CIVIL SERVICE COMMISSION  
GENERAL LABORER EXAM

The City of Ontario is accepting applications for the full time position of “Maintenance and Cemetery Superintendent.” This test will also be used to consider employment for future openings in the following departments: Streets, Water, Sewer, and Parks. Starting wage is \$21.48 per hour, with consideration given for qualifications and experience. Standard work week is 40 hours. We offer a comprehensive benefits package, including health, eye, & dental coverage.

Job responsibilities include, but are not limited to:

General cleaning; floor care; cleaning & care of equipment; restroom cleaning & maintenance; removal of trash; office cleaning; minor equipment repairs; basic plumbing & electrical work; climbing ladders to clean & change lighting; yard & grounds maintenance; seasonal outside maintenance; maintain cemetery grounds, driveways, cemetery burial plot records and handle inquiries for sale of lots; use a computer for email, time card and ordering supplies.

Candidate must understand that duties, location of work, and shift pattern are subject to change as determined by administration to meet the needs of the City.

**REQUIREMENTS:**

High School diploma or general education degree (GED)

Ability to lift and/or move up to 100 pounds

Able to work well with minimal supervision

Applications may be picked up at the Ontario Municipal Building at 555 Stumbo Road, Ontario, Ohio Monday thru Friday from 8:00 am to 4:30 pm beginning Monday, Jan 13, 2025, or downloaded from <https://ontarioohio.org/>. Deadline to submit your application is 3:00 pm on Feb 11, 2025 in a sealed enveloped marked Civil Service Commission – General Laborer Position, or email to [CivilService@OntarioOhio.org](mailto:CivilService@OntarioOhio.org). The test will be given at 9 am at the Ontario Municipal Building on Feb 16, 2025.

The City of Ontario is an equal opportunity employer and does not discriminate on any basis prohibited by law including military status. However, if you are applying for a civil service examination and elect to claim military service credit either as an honorably discharged veteran or as a member of the National Guard or a Reserve component as provided in R.C. 124.23, then please attach a copy of your honorable discharge from active duty, DD 214 or other proof of eligibility for this credit.