

The City of Norton is conducting an open competitive entrance exam to establish an eligibility list for the bargaining unit position of Operator. The examination will be held on **Tuesday, March 3, 2026 at 5:00 pm** in the City of Norton Fire Training Room located at 3380 Greenwich Road, Norton, Ohio 44203.

DESCRIPTION: Civil Service Position-Operator

BARGAINING UNIT: Ohio Council 8, AFSCME

DUTIES: Full position description available below.

WAGES AND BENEFITS: The current rate of pay is \$29.59 per hour. Benefits include paid vacation, paid sick leave, an excellent retirement system, and other generous benefits, which will be discussed during the interview process.

MINIMUM QUALIFICATIONS: An Operator must possess an Associate's degree or equivalent from a two-year college or technical school; or six months to one year of related experience and/or training; or equivalent combination of education and experience. This classification requires the use of a personal or City vehicle while conducting City business. Individuals must possess and maintain a valid Ohio Commercial Driver's License (Class B) and an acceptable driving record.

ADDITIONAL CREDIT: Candidates who achieve a minimum passing score of 70% on the written exam may receive additional credit, up to a maximum of 20%, for the following:

- **Military Credit:** Submit proof of honorable discharge or transfer to a reserve unit with satisfactory service, and proof of active duty for more than 180 days (other than training). Documentation must accompany the application.
- **Educational Credit:** 4 points for a Bachelor's degree in a related field; 2 points for an Associate degree in a related field. Documentation must accompany the application.

APPLICATION DEADLINE AND PROCEDURE:

The [employment application](#) and supporting documentation must be received no later than **11:59 p.m. on February 27, 2026**. Applications can be obtained by clicking [here](#) or by visiting www.cityofnorton.org under "News and Announcements" or "Human Resources." Completed employment applications and attachments must be submitted electronically via email to lritenauer@cityofnorton.org with the subject line **Operator application**. Applications submitted by mail, fax or hand delivery will not be accepted.

All applicants must complete the testing process to be considered. Successful candidates will remain on the eligibility list for one year. Employment may require interviews, a criminal background check, a BMV check and a pre-employment drug screen. The City reserves the right to modify job duties at its discretion.

CONTACT:

Questions regarding testing requirements or procedures should be directed to:

Lisa Ritenauer
Human Resources
Phone: **330-671-2571**
Email: lritenauer@cityofnorton.org.

The City of Norton is an Equal Opportunity Employer

An Operator is capable of operating all Service Department equipment. There are no supervisory duties with this position. The individual receives written work orders or verbal instructions; operates heavy-duty motor equipment to dig trenches for proper water drainage and pipe installation; repairs, replaces and installs culvert and tile lines; repairs streets and sidewalks with asphalt, cold patching materials, and concrete; removes and replaces damaged traffic signs; operates snow removal equipment to maintain streets, sidewalks, and driveways; and is responsible for the appearance of equipment and care of the tools used. All mechanical problems are to be reported to the Mechanic. An Operator may also perform assigned Operator B and Laborer duties. An Operator works under the supervision of the Foreman or Superintendent of Public Service. Performs other related work as required and may be required to perform unspecified work as deemed necessary and proper by the Superintendent of Public Service.

ESSENTIAL DUTIES AND RESPONSIBILITIES – An Operator must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit; use hands and feet to finger, handle, or control; and reach with hands and arms. The employee frequently is required to stand, walk, talk or hear, and smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, risk of electrical shock, and vibration. The noise level in the work environment is usually loud.

REQUIREMENTS – An Operator must possess the ability to read and comprehend simple instructions, short correspondence, and memos; the ability to write simple correspondence; the ability to effectively present information in one-on-one and small group situations to citizens, and other employees of the organization; the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; the ability to compute rate, ratio, and percent and to draw and interpret bar graphs; the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. An Operator must possess an Associate's degree or equivalent from a two-year college or technical school; or six months to one year of related experience and/or training; or equivalent combination of education and experience. This classification requires the use of a personal or City vehicle while conducting City business. Individuals must be physically capable of operating the vehicle in a safe manner and must possess and maintain a valid Ohio Commercial Driver's License (Class B) and an acceptable driving record. Performs work requiring good physical condition. The probationary period is in accordance with the Collective Bargaining Agreement. Physical, polygraph, psychological and other examinations may be required prior to appointment