

APPLICATION NOTICE

City of Urbana

Compost Attendant

The City of Urbana, Ohio is seeking applicants for the seasonal position of Compost attendant. This position works under the direction of the Compost Coordinator and the Water Reclamation Facility Superintendent. The primary duties include directing citizens to the correct area, handling small amounts of money and completing basic paperwork. The ideal candidate will be able to perform physical labor as needed and have strong customer service skills. Work hours will range from 20-34 hours per week during the peak season (April – October). The position is a part time, seasonal position without City benefits.

The qualifications for this position include the following:

- ◆ High School graduate or GED equivalent
- ◆ Valid Ohio Driver's License

The selected candidate must successfully complete the following:

- ◆ Background Investigation.
- ◆ Pre-employment Drug Screen.

A City application must be submitted to apply for this position. A blank application and a full job description may be obtained at <http://www.urbanaohio.com/job-openings.html> or in the HR office on the top floor of the Municipal Building at 205 South Main Street, Urbana, Ohio 43078.

Completed applications are to be submitted to the Human Resource Office located on the top floor of the Municipal Building at 205 South Main Street, Urbana, Ohio 43078 or mailed to:

City of Urbana
Attn: Human Resource Office
P.O. Box 747
Urbana, OH 43078-0747

Applications for first consideration will be accepted until March 22, 2019 by 3pm and will be accepted until all positions are filled.

The City of Urbana is an Equal Employment Opportunity Employer and the City complies with the Americans with Disabilities Act.