

LOOKING FOR THE RIGHT FIT?



We are hiring for the following positions:

FIREFIGHTER/PARAMEDIC

Beginning October 25, 2021 - Deadline to File January 5, 2022



Summary of Duties: Under general supervision, to respond to fire, Haz-Mat, medical emergency or public assist requests necessary to protect life and property; to operate and maintain fire vehicles, ambulance and all other firefighting and emergency medical equipment; to participate in fire prevention, training activities of all related fields; to do station and vehicle maintenance and to do any other related work as required.

POLICE OFFICER

Beginning October 25, 2021 - Deadline to File January 5, 2022



Summary of Duties: To serve as an officer of the police force of the City of Xenia by patrolling a beat and performing the normally expected duties of police work and of special details as assigned, as are necessary to protect life and property by discouraging crime, enforcing laws and ordinances and apprehending violators.

****All FIRE candidates must complete FireTEAM testing and POLICE candidates must complete FrontLine National testing through National Testing Network prior to January 5, 2022.**

****Qualified applicants for Firefighter/Paramedic and Police Officer must submit a Application to Jackie Potter, Human Resources Department, 107 E. Main Street, Xenia, Ohio 45385 or to jpotter@ci.xenia.oh.us prior to January 5, 2022.**

MAINTENANCE WORKER

Beginning October 25, 2021 - Open Until Filled



TYPICAL TASKS (ILLUSTRATIVE ONLY):

Performs a variety of unskilled, semi-skilled, and skilled laborer tasks in order to assist with the maintenance of streets, sewer, utilities, and other City facilities or property (mows grass, cuts weeds, landscapes, erects street signs, paints traffic lines, cleans and repairs sewer and water mains and service lines, replaces water meters, patches roadways, cleans and repairs storm sewers, cleans ditches, plows snow, trims and cuts trees, etc.).

COMMUNICATIONS OPERATOR

Beginning October 25, 2021 - Open Until Filled



TYPICAL TASKS (ILLUSTRATIVE ONLY):

Receives police, fire and emergency medical services (EMS) calls. Transmits and coordinates responses in accordance with safety division operating procedures and diverse community needs. Uses standard operating procedures to transmit and receive radio and electronic data processing communications from vehicles in the field and law enforcement agencies. Maintains record of radio dispatches, keeps records and performs file search as needed; monitors burglar and fire alarms/CCTV Security Equipment. Receives complaints and/or requests for information, maintains records; maintains communications with field personnel and keeps supervisors informed of unusual or emergency situations. Handles walk-in requests and complaints and makes appropriate referrals. Receives and handles bond receipts for Municipal Court.

****Completed applications for MAINTENANCE WORKER and COMMUNICATIONS OPERATOR may be submitted to the Human Resources Department, City Administration Building, 107 E. Main Street, Xenia, Ohio 45385.**