

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: May 21, 2018
NO: M11-18

CLASSIFICATION TITLE
ENGINEER II
(Collections Systems Department)

SALARY RANGE
\$46,668- \$66,537

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from the City of Canton website, www.cantonohio.gov under "City Government", "City Services", "Civil Service" and "View City Jobs". Applicants must submit a copy of their valid Driver's License, a current, detailed resume, and unofficial college transcripts if applicable with the completed application, as well as any other documentation pertaining to this position **no later than Monday, June 11th 2018 at 4:00 p.m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure communication skills, experience base, and knowledge of civil engineering relating to surveying, map reading, computer science, and any other related areas.

SHOULD TEN OR FEWER QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, APPLICANTS WILL NOT TAKE AN EXAMINATION, BUT WILL BE PLACED ON AN ELIGIBILITY LIST IN ACCORDANCE WITH THEIR APPLICATION FILING DATE.

SHOULD MORE THAN TEN QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, THOSE APPLICANTS WILL RECEIVE DETAILS CONCERNING THE EXAMINATION AT A LATER DATE.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen, or have legally declared their intention of becoming a U.S. Citizen.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Graduation from an accredited college or university in good standing with a Bachelor's degree in civil engineering, surveying, G.I.S., cartography, project management, or related field and at least 3 years of significant, relevant experience, or an equivalent combination of education, experience, and/or training which provide the required knowledge, skill, and ability to successfully perform the job at a high level. Possession of a license to practice as a Registered Professional Engineer, a Registered Professional Surveyor, or a graduate degree in a related field is a plus.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles and practices of civil engineering, surveying, Geographical Information Systems, and project management or any combination of the above as needed by the department. Ability to plan departmental projects and prepare related scope, design, estimates, and specifications. Ability to provide subordinate engineering personnel with the guidance, technical expertise, and the work methodology necessary to successfully complete public works projects. Knowledge of construction materials and of approved standards of safety as related to designs and specifications. Skill and ability required in the use of engineering, surveying, or G.I.S instruments and equipment including the use of computers and hand held electronic devices. Must be able to utilize and demonstrate fundamental competency with relevant computer software such as that used for drafting, mapping, engineering design, project management, hydraulic modeling, asset management, work orders, cost analysis, and budgeting. Ability to prepare technical and administrative reports. Ability to analyze situations and develop workable solutions. This position requires the application of good verbal, written, and interpersonal communication skills. Ability to establish and maintain effective working relationships with various government officials, contractors, consultants, employees, and the general public. Ability to successfully supervise employees.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position of employment being examined for has been declared as "safety sensitive". Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit to drug testing or submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

****** IMPORTANT NOTICE TO VETERANS******

As provided in ORC 124.23C, any person who has completed service in the uninformed services, who has been honorably discharged from the uninformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident 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 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's 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.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Your name will be placed on a list of eligibles upon receiving a passing score. Once the list has been established, your name will remain on the list for a period of one (1) year.

EQUAL EMPLOMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving record check.

DUTIES

This is a responsible, professional, technical, and managerial position. An employee in the classification performs advanced work which may involve the application of civil engineering, surveying, Geographic Information System, (G.I.S), or project management experience to the design, oversight, and construction of public work projects. Work is performed under the general direction of the administrative staff and is reviewed upon completion for conformity with all pertinent standards, rules, and regulations. The assignments are usually broad in scope with opportunity for use of professional judgment. This individual is responsible for the direction of work and manner of accomplishment of the work by assigned personnel, as well as for meeting scope, time deadlines, and cost projections. The exercise of technical judgment on important project details and the selection of sound engineering protocol will be followed at all times and will be a routine requirement of the job. This individual will directly supervise subordinate personnel as needed to complete the work. The person reports directly to the Department Head, Assistant Department Head or their designee.

DISTINGUISHING FEATURES OF THE CLASS

Performs relevant hands-on, technical, supervisory, and managerial functions of the department as needed. Requires thorough knowledge of the principles and practices of civil engineering, surveying, G.I.S., and project management or any combination of these practices as necessary to successfully execute public works projects. Must possess the ability to work independently and in a group setting with minimal supervision. Physical condition required for walking, bending, stooping, and data entry both in the office and in the field under diverse weather conditions.

