

OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: January 7, 2009
NO: BE6-08

CLASSIFICATION TITLE
TRANSPORTATION TECHNICIAN
(Canton Board of Education)

STARTING RATE
\$16.16

FILING OF APPLICATION

Application must be made on the special closed or regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, Third Floor, 218 Cleveland Avenue SW, Canton, OH or open application may be printed from the City of Canton web site www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application must be on file **no later than Friday, January 30, 2009 at 5:00 p.m.** Applicants for the closed and open exam **MUST** submit a clear copy of their valid CDL with passenger and school bus endorsements, documentation showing certification as an on-bus instructor and a resume along with their application.

MINIMUM ACCEPTABLE EXPERIENCE & TRAINING

This is a combined promotional and open examination. To be eligible for the promotional examination, applicants must be working for the Canton Board of Education in the Custodial Maintenance Classification Series and have completed their probationary period on or before January 30, 2009. Applicants for the open examination must be a high school graduate or possess a G.E.D. All applicants must also possess a CDL with passenger and school bus endorsements; meet all minimum State and Local school bus operator requirements; possess successful experience developing computerized routing; be a certified on-bus instructor; possess a working knowledge of business English, spelling and punctuation; possess basic map reading skills and have a working knowledge of office equipment and procedures and must have EDULOG computer routing experience.

It is also highly desirable for applicants to possess good public relations skills, have an extensive knowledge of streets in the City of Canton, the ability to develop bus routes and schedules, be able to work without supervision and have the ability to perform duties under stress with speed and accuracy.

Since this position is for employment in a school setting, all applicants must be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants must not have been convicted of a felony nor be a habitual abuser of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

CANDIDATE EVALUATION

The examination will consist of a candidate evaluation. Candidates will be evaluated on work experience as supported by application, resume and any other supporting documentation. Applicants meeting the requirements will be assigned an initial base score of 70%.

WORK EXPERIENCE

One (1) point will be added to the basic score for each complete year of directly related work experience. The maximum score attainable is 100.00% prior to award of bonus points for Veteran's preference, School District Residency or seniority.

VETERAN BONUS

Applicants who are Honorably Discharged veterans having served more than 180 consecutive days on active duty and present their DD-214 Form - long version **AT THE TIME OF APPLICATION** will receive 20% additional credit, provided they make a passing score. Documentation received after the filing deadline of January 30, 2009 will not be eligible for bonus point award. 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.

RESIDENCY BONUS

Applicants who have resided within the Canton City School District 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%.

EQUAL EMPLOYMENT

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.

RATING

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans' preference and School District Residency. Your name will be placed on the appropriate list of eligibles upon receiving a passing score of 70% and preference shall be given in consideration for employment in accordance with candidate rating pursuant to the Collective Bargaining Agreement in effect at the Canton Board of Education and State law.

DUTIES

Reports to the Supervisor of Transportation. The responsibilities of a Transportation Technician include, but are not limited to the following: participates in the acquiring and communicating of transportation information, laws, safety rules and Board Policy; assists with procedures to be followed in such emergencies as accidents, breakdowns and bad weather; opens the bus garage and prepares facilities for the days operation; notifies substitutes for work; assists in new driver training; assists in gathering information on weather and road conditions for school closings; performs other related duties as assigned.