

OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:



AN EQUAL OPPORTUNITY EMPLOYER

CONTINUOUS RECRUITMENT

DATE OF ISSUE: March 6, 2009

NO: M7-09

CLASSIFICATION TITLE

UTILITY OPERATOR 2

(Street, Park or WPCC Division)

UTILITY OPERATOR 2/SEMI-SKILLED LABORER

(Street, Park or WPCC Division)

UTILITY OPERATOR 3

(Collection Systems)

SEMI-SKILLED UTILITY WORKER

(Water Department)

2009 RATE

Step 1 - \$12.62

Step 1 - \$12.62

Step 1 - \$12.81

Step 1 - \$12.62

FILING OF APPLICATION

Application must be made on the regular open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, or may be downloaded off of www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application, copy of valid commercial driver's license and Experience Documentation Page (Page 3 of this announcement) must all be submitted to the Civil Service Office.

APPLICATION SCREENING PROCESS

Prior to testing, all applications will be reviewed for eligibility for any/all of the positions listed above. Therefore, it is important that all pertinent documentation be turned in with and noted on the application as well as submitting a clear copy of your valid Commercial Driver's License. Applicants will be notified in writing if they are eligible to participate in the exam.

EXAMINATION

SCOPE: A written examination will be administered covering the following areas: Safety, Mathematics, Mechanical, Comprehension, General Labor Knowledge, Public Relations and other related areas. A 70% passing point will be used.

GENERAL REQUIREMENTS FOR ANY OF THE POSITIONS ABOVE

All applicants must meet the following criteria: Graduation from high school or G.E.D. equivalent, must possess a valid commercial driver's license at all times, have no felony convictions and must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Also, all applicants receiving a conditional offer of employment must pass a functional capacity evaluation to measure physical abilities and pass a drug screen.

NOTICE OF DRUG TESTING REQUIREMENT

Pursuant to Civil Service Rule IV (5), applicants are hereby advised that positions of employment covered by this examination are declared to be "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 who submit and fail such testing, will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one (1) year or until the eligibility list(s) expires, whichever is shorter. Reinstatement to eligibility lists shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

**SPECIFIC REQUIREMENTS FOR UTILITY OPERATOR 2 & UTILITY OPERATOR 2/
SEMI-SKILLED LABORER**

In addition to meeting the general requirements, persons eligible for these positions must possess at least a valid Class "B" Commercial Driver's License at all times, have documented experience with a private construction firm (documentation to be included with application) and have experience operating a one-ton truck, 5 and 10-ton dump truck, forklift, tractor, loader, skid loader, dumpster, tractor, all grass mowing equipment and jackhammer.

SPECIFIC REQUIREMENTS FOR UTILITY OPERATOR 3

In addition to meeting the general requirements, persons eligible for this position must possess a valid Class "A" Commercial Driver's License with Tank Endorsement at all times, have documented experience with a private construction firm (documentation to be included with application) and have experience operating one-ton truck, 5-ton dump truck, forklift, skid loader, dumpster, tractor, loader, roller, flusher (or Vactor), sewer jet truck, ability to work in confined space entry, ability to perform masonry duties, pipe repair, manhole and catch basic reconstruction duties, ability to operate laser/level equipment.

SPECIFIC REQUIREMENTS FOR SEMI-SKILLED UTILITY WORKER

In addition to meeting the general requirements, persons eligible for this position must possess a valid Class "A" Commercial Driver's License at all times, have experience operating a one-ton truck, large dump truck, forklift, dumpster, tractor, loader, have the ability to operate various equipment including a jackhammer, the ability to install, maintain and repair water lines, have the ability to install and finish concrete sidewalks, curbs and gutters, ability to climb in and out of an excavation.

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

Candidates 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 grade. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers 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%.

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.

ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED

Candidates who have been accepted to the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card satisfactory to the examiners.
PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the list of eligibles in accordance with their score. Although this will be one eligibility list for several different positions, you will only be certified as eligible for the positions that you are qualified for.

DUTIES

The duties of these positions will vary somewhat depending on the position and/or department, however, general duties will include operation of various City vehicles and the operation of mechanical construction equipment and manual labor as necessary and as designated by supervisor.

EXPERIENCE DOCUMENTATION PAGE

Please read over the following page and carefully answer all questions as this page will be used in helping to determine what positions you may be qualified for.

I have worked or am working for the following construction company(s). (Please include dates of employment).

Please check the appropriate line.

_____ I possess a Class "A" CDL with the tank endorsement.
(Copy of CDL needs to be turned in with completed application)

_____ I possess a Class "A" CDL without the tank endorsement.
(Copy of CDL needs to be turned in with completed application)

_____ I possess a Class "B" CDL.
(Copy of CDL needs to be turned in with completed application)

Below is a list of equipment. Please place a check on the line before the equipment listed if you have experience operating it. Give amount of experience you have in operating it on the line after. (in months and years)

- | | |
|-------------------------------|-------|
| _____ 1-ton Truck | _____ |
| _____ 5-ton Dump Truck | _____ |
| _____ 10-ton Dump Truck | _____ |
| _____ Forklift | _____ |
| _____ Tractor | _____ |
| _____ Loader | _____ |
| _____ Skid Loader | _____ |
| _____ Dumpster | _____ |
| _____ Grass Mowing Equipment | _____ |
| _____ Jackhammer | _____ |
| _____ Roller | _____ |
| _____ Flusher (or Vactor) | _____ |
| _____ Sewer Jet Truck | _____ |
| _____ Laser/Level Equipment | _____ |
| _____ Masonry Equipment | _____ |
| _____ Concrete Work Equipment | _____ |

I hereby certify that the answers given on this page are true and correct. I am aware that a representative of the City of Canton may conduct an investigation of my background to assist in determining my suitability for this employment. I further understand that any applicant who intentionally makes a false statement or who practices fraud in filling out this form will be refused employment.

(Applicant Signature)

(Print Name)

(Date)