

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: January 29, 2013
No.: M4-13

CLASSIFICATION TITLE
BOILER OPERATOR & HVAC TECHNICIAN
(Building Maintenance Department)

STARTING HOURLY RATE
\$15.98

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 www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application, clear copy of valid driver's license, valid Ohio Boiler Operator's License and any other pertinent documentation must be on file with the Civil Service no later than Friday, March 1, 2013 at 4:00 p.m.

EXAMINATION – MONDAY, MARCH 11, 2013

CHECK-IN: 5:00 p.m. (no applicant will be admitted after 5:00 p.m.)
EXAM: Immediately following candidate check-in
LOCATION: Canton Memorial Civic Center, McKinley Room, 1101 Market Ave. N., Canton OH 44702
SCOPE: This will be a written examination covering the following subjects: General Mechanical Information, Heating Systems, Boilers, Custodial Duties, HVAC, Safety, Arithmetic and other related areas. A 70% passing point will be used.

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, high school graduate or equivalent, and must possess a valid Ohio Boiler Operator's License and valid State of Ohio Driver's License.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Graduation from high school or equivalent, Certificate in HVAC required and three (3) years of experience with the operation and maintenance of heating and air conditioning equipment, controls and safety devices. Experience in all phases of building repair and remodeling or an equivalent combination of education, experience, and/or training which provides the required knowledge, skills and abilities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

A valid Ohio Boiler Operator's license is required. Knowledge of and ability to operate and maintain air conditioning and building equipment. Ability to recognize possible trouble in electrical, plumbing and mechanical systems of the building. Ability to use small hand tools. Ability to work independently, without constant supervision. Knowledge of and ability to perform small electrical and plumbing repairs, painting, carpentry, and minor masonry work. Ability to move and lift various tools and equipment. Ability to read instructions, diagrams, manuals, blueprints and other documents. Ability to write and communicate verbally. Ability to work with mathematical computations. Ability to walk, climb ladders, bend, stoop and stand for extended periods of time. Skills in organization and accuracy in keeping records of work completed and procedures performed. Ability to lead and supervise custodial staff. Must possess a valid Ohio Driver's License at all times.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

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

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

Upon receiving a passing score, a twenty (20%) percent bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

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

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of two (2) years and preference will be given in accordance with your final rating.

GENERAL REQUIREMENTS

All applicants who receive a conditional offer of employment must pass a functional capacity evaluation to measure physical abilities and pass a drug screen.

EQUAL EMPLOYMENT

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

DUTIES

The Boiler Operator/HVAC Technician is responsible for attending to the heating boilers, air handling and air conditioning equipment, and maintaining controls and safety devices. Performs skilled and semi-skilled work for the purpose of building maintenance. The individual works under the supervision of the Superintendent of Building Maintenance and/or a designee. Examples of work include: operates and maintains building heating and air conditioning systems; follows a preventative maintenance program for boilers, air handling and air conditioning equipment; cleans, services and makes repairs to boiler controls; lubricates motors, adjusts fan belts; maintains boiler water treatment and air conditioning water treatment; makes necessary and required inspections; performs various skilled and semi-skilled tasks in City buildings, including but not limited to: repairing, remodeling by reading blue prints, and general cleaning; electrical and plumbing repairs, painting, carpentry and masonry work; maintains building security; assists other employees of the departmental staff in performing custodial and janitorial duties; oversees various janitorial work; issues supplies as necessary; performs other related maintenance as directed; other related duties not listed but consistent with and similar in nature to the above examples may also be required.