

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



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# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



*AN EQUAL OPPORTUNITY EMPLOYER*

**DATE OF ISSUE:** August 17, 2010  
**NO:** BE2-10

**CLASSIFICATION TITLE**  
**DELIVERY DRIVER**  
**(Canton Board of Education)**

**STARTING HOURLY RATE**  
**\$12.41**

### **FILING OF APPLICATION**

Application must be made on the regular application form available in the office of the Canton Civil Service Commission, 3<sup>rd</sup> Floor, Canton City Hall, 218 Cleveland Ave. SW, Canton, Ohio 44702, or open application may be downloaded off of [www.cantonohio.gov](http://www.cantonohio.gov) under "City Government" click on "City Services" and then on "Civil Service". Application, clear copy of driver's license, resume and any other documentation pertaining to this position must be on file **no later than Friday, September 3, 2010 at 5:00 p.m.**

### **WRITTEN EXAMINATION – WEDNESDAY, SEPTEMBER 8, 2010**

**CHECK-IN:** 4:00 p.m.  
**EXAM:** Immediately following candidate check-in  
**LOCATION:** Canton Memorial Civic Center, Main Arena, 1101 Market Ave. N., Canton, OH  
**SCOPE:** Written questions to include Safety, Following Instructions, Public Relations, Map Reading, Reading Comprehension and other related areas. A 70% passing point will be used.

This is an open examination. Applicants for the open examination must show that they are a reliable worker and must be a United States Citizen or have legally declared their intention of becoming a United States Citizen.

### **MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE**

All applicants must be a high school graduate or possess a G.E.D., have a valid State of Ohio Driver's License with no more than four points, have the physical ability to lift up to 80 lbs., have the ability to work without supervision, ability to cooperate and get along with others and work as a member of a team. It is desirable for applicants to have knowledge of the streets of the City of Canton and of the location of Canton City Schools and buildings.

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 in this, or any other state nor may they be habitual abusers 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.

**\*\*\*\* 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 reserve component of the armed forces of the United States who has completed more than 180 days of active duty service. (ORC 124.23 C) Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of Friday, September 3, 2010 to receive the bonus credit. 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 School District 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%.**

**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 ADMITTED TO THE EXAMINATION.**

**RATING**

Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans' preference and School District residency.

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once this list has been established, your name will remain on the list for a period of two years.

**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.

**DUTIES**

The duties of a Delivery Driver include, but are not limited to the following: Drives truck to transport materials to and from specified destinations; verifies load against shipping papers; loads and unloads transported materials and equipment; works in the warehouse as assigned; inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, and water; performs emergency roadside repairs; makes written reports as assigned; verifies quantity and examines for quality the products received at the warehouse; maintains a safe driving record and is insurable by the District's insurance provider; performs other duties as assigned.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION  
Samuel J. Sliman, Administrator**