

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 17, 2012
NO: M2-12

CLASSIFICATION TITLE
ELECTRIC AND ELECTRONIC TECHNICIAN
(Canton Water Department)

STARTING HOURLY RATE
\$14.94

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 application may be printed from www.cantonohio.gov by clicking on "City Services" and then "Civil Service". The application may be mailed or brought to the office making sure that all necessary documentation is included, but must be on file no later than Friday, February 24, 2012 at 4:30 p.m. Applicants must submit a clear copy of their valid State of Ohio driver's license, a current resume is preferred, an unofficial copy of your college, university, or training school transcripts and any other documentation pertaining to the position.

EXAMINATION - TUESDAY, MARCH 13, 2012

EXAM: 5:00 p.m.
LOCATION: Canton Memorial Civic Center McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: The written examination will consist of questions to include: electrical maintenance, electrical theory and general electrical knowledge. **THE USE OF A CALCULATOR IS PERMISSIBLE.**

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING

This is an open examination. To be eligible for the position under this examination, applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicant must not have been convicted of a felony in this or any other state. All applicants must be a high school graduate or possess a G.E.D. Applicants must have an Associate's Degree from a college, university or training school of recognized standing in electronics and electricity; at least three (3) years of practical experience in similar work; or any other combination of knowledge, training and experience which provides the necessary skills. Employee must maintain a valid State of Ohio Driver's License.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of computers, electronics, pneumatic systems, hydraulics, telemetering principles, and equipment, electricity, motors, and motor controls. Good technical judgment. Ability to analyze situations and develop workable solutions. Ability to present ideas effectively, orally and in writing. Ability to assist and advise supervision.

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

Upon receiving a passing score, a twenty (20%) 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 have 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 (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 AWARD IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score 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.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for 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 to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

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.

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

Pursuant to Civil Service Rule IV (4), 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 (1) year or until the eligibility list(s) expires, 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.

DUTIES

An employee in this classification is responsible for performing calibration, maintenance, and repair of various types of instrumentation, control devices, and electrical equipment; this includes complex computers as required for the ongoing operations of the Water Department facilities sufficient to meet applicable water quality criteria. Examples of work: responsible for calibration of all metering and control systems, including combinations of hydraulic, pneumatic, electrical, and electronic components; performs frequent inspections to observe equipment and ascertain whether functioning properly; makes repairs or calibrations as necessary; checks motors for proper electrical loading; cleans motors; determines circuit amperage; cleans, adjusts, and repairs motor starting equipment; installs, wires, and calibrates new and existing equipment as needed; provides temporary wiring for movable equipment; installs new lighting fixtures and repairs existing lighting equipment; maintains repair parts inventory on all equipment and advises management of items to be purchased; maintains records of maintenance and repair activities as required by supervision.

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