

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
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OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:

DATE OF ISSUE: May 30, 2018
NO: M14-18



CLASSIFICATION TITLE
ENGINEERING TECHNICIAN I
(Water Department)

HOURLY RANGE
\$17.88 - \$25.91

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", "City Services", "Civil Service" and then "View City Jobs". Application, resume, clear copy of valid driver's license, unofficial college transcripts if applicable and any other pertinent documentation must be on file with the Civil Service Office no later than **Wednesday, June 20, 2018 at 4:00 p.m.**

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. S.W., Canton, OH

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure work experience, education, communication skills and knowledge of civil engineering.

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.

SHOULD TEN OR FEWER QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, APPLICANTS WILL NOT TAKE AN EXAMINATION, BUT WILL BE PLACED ON AN ELIGIBILITY LIST IN ACCORDANCE WITH THEIR APPLICATION FILING DATE. SHOULD MORE THAN TEN QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, THOSE APPLICANTS WILL RECEIVE DETAILS CONCERNING THE EXAMINATION AT A LATER DATE.

MINIMUM REQUIREMENTS

Must possess an Associate's degree from an accredited college or university of recognized standing in Civil Engineering Technology; Geographic Information Systems (G.I.S.), Geography; Cartography; Surveying; or equivalent and a minimum of 1 year of relevant work experience. Any combination of knowledge, training, and experience which provides the necessary skills and abilities may be acceptable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of civil engineering, mathematics, spatial data, and relevant Ohio EPA requirements as they relate to public water systems. Must possess the ability to work independently and/or in a group setting with minimal supervision. Must possess the skill and ability to apply fundamental civil engineering, surveying, map reading and computer science concepts to everyday tasks. Must have the skill and ability to apply EPA requirements, AWWA, and Ten State Standards to the evaluation of engineering plans and departmental projects. Must have the skill and ability to interpret USGS Quadrangle Maps; utilize tabular databases such as Microsoft Excel and Access; and operate a variety of office equipment including computers, scanners, plotters, printers, CD/DVD burners, and copiers. Must have the ability to operate G.I.S. data-logging equipment and basic surveying equipment. Significant relevant experience in one or more of the following; civil engineering practices, computer assisted drafting and design (C.A.D.D), geographical information systems (G.I.S.), and surveying principles are required. Must also be able to demonstrate experience with ESRI products (such as ArcMap, ArcSDE, Spatial Analyst) and/or AutoCAD products (including Civil 3D, Land Development Desktop Suite, AutoCAD Map).

EXAMPLES OF WORK

Serves as an engineering technician in the water engineering office and may participate at a high technical level in any relevant water engineering function where required, such as: Preparation of design plans for water main extensions and relocation projects; preparations of cost estimates and specifications for construction projects; permits; flow testing; backflow; conversion of records into computerized formats; create, maintain or modify Geographic Information Systems (GIS) databases; detailed data entry; leak detection; asset management; valve maintenance program; hydrant flushing program; hydraulic modeling, or other related work. Also reviews existing or incoming data for currency, accuracy, usefulness, quality, or completeness of documentation. Represents the Water Department at planning, pre-construction, utility coordination, and other meetings.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Candidates who have been accepted for the examination will be admitted to the examination site only 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******

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade.

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline of 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%.**

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of one (1) year and preference will be given in accordance with your final rating.

NOTICE OF BACKGROUND INVESTIGATION

Be advised that candidates may be subjected to a confidential background investigation, including, but not limited to, a criminal record check and driving check.

NOTICE OF DRUG TESTING REQUIREMENT

Pursuant to Civil Service Rule IV (16), applicants are hereby advised that the position 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 year or until the eligibility list(s) expire(s), whichever is shorter. Reinstatement to the eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

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.

DISTINGUISHING FEATURES OF THE CLASS

Performs the various technical functions outlined in the General Statement of Duties for the Canton Water Department. Physical condition required for walking, bending, stooping, and data entry both in the field during all types of weather, and in the office.

DUTIES

Employees in this classification perform all aspects of water related engineering work for the department. This person will play an active role in various Water Department projects including but not limited to: Assists with the development, implementation, and maintenance of the G.I.S. system; cross connection and backflow prevention program; computerized water quantity and quality modeling; water main installation or replacement; leak detection studies; valve maintenance programs; asset management; computer aided drafting and design; cost estimation. This classification is responsible for preparing various relevant reports and correspondences. Other related duties similar in nature may also apply.

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