

Canton City Hall, Third Floor
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P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
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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: May 29, 2018
NO: M12-18

CLASSIFICATION TITLE
RECYCLING CENTER MANAGER
(Canton City Health Department)

PAY RANGE
\$34,686 - \$49,682

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 must be on file no later than **Friday, June 15, 2018 at 4:00 p.m.** Applicants MUST submit a copy of their valid State of Ohio Driver's License, and any other pertinent documentation.

EXAMINATION –WEDNESDAY, JUNE 27, 2018

CHECK-IN 4:00 p.m. (no candidate will be admitted after 4:00 p.m.)

LOCATION: Canton Memorial Civic Center, McKinley Room, 1101 Market Ave. N., Canton, OH 44702

SCOPE: Written questions on the Recycling Center Manager to include: Safety, Math, Reading Comprehension, Public Relations 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 applications must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver's License. Applicant shall have no felony convictions. All applicants must be a high school graduate or possess a G.E.D.

MINIMUM QUALIFICATIONS & EXPERIENCE

Applicants must have graduated from an accredited high school or have a G.E.D. Must maintain a valid Ohio driver's license. Must have USEPA CFC Certification or approved experience. Also must have the ability to use email, Microsoft Word, Microsoft Excel and data systems to track information and data.

PREFERRED QUALIFICATIONS

Experience with liquid pressures, household hazardous waste and spill containment, and experience in directing activities of subordinate staff.

WORK ENVIRONMENT

The selected applicant must be able to work in a semi-industrial environment; the recycling center is a functioning business operating from a city-owned vehicle maintenance facility. Physical work, including the ability to lift 50 pounds, will be required, as well as excellent people and communication skills. The operation of small equipment, including a fork lift or loader, is also necessary.

POSITION SUMMARY

This position is responsible for the daily operations of the recycling center. An individual of this classification works under general supervision of a Registered Sanitarian and requires knowledge of environmental health science; state, local, federal laws and agency policies; rules and regulations pertaining to environmental health science issues. Main duties will be to maintain hours of operation at the Recycling Center, track receipts and sales of recycled materials, maintain Recycling Center in a clean and orderly fashion at all times, perform small equipment repair and maintenance, operate small equipment, move materials around the Recycling Center as needed, as well as physical labor.

*****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 copy of DD-214 (long version) must be submitted with the application.**

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 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 AWARDED IS 20%.

RATING

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 the list has been established, your name will remain on the list for a period of one (1) year.

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

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.**

DUTIES

Assist in the removal, storage and packaging of recycled material; ensure proper packaging; assure compliance with regulations relative to the storage and removal of recycled materials from the center; maintain center in a clean and orderly manner; ensure proper paperwork is completed for various wastes as instructed; ensure all applicable department policies, laws and rules governing discarded wastes are followed. Small engine repair and maintenance; general repair of facilities not covered by building maintenance personnel; supervision of municipal court offenders assigned to community service to ensure grounds are kept clean and neat.