

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:



AN EQUAL OPPORTUNITY EMPLOYER

CONTINUOUS RECRUITMENT

DATE OF ISSUE: May 22, 2014
NO: M13-14

CLASSIFICATION TITLE

Boiler Operator & HVAC Technician
(Building Maintenance Division)

2014 RATE

Step 1 \$14.56 progressing to Step 5 \$21.69

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 may be printed from the City of Canton website www.cantonohio.gov under "City Government", "City Services", "Civil Service" and then "View Continuous Recruitment". A copy of State of Ohio Driver's License or other valid photo identification card must be submitted with completed application as well as Ohio Boiler Operator's License copy or HVAC certification.

EXAMINATION

Once your application is submitted, you will receive notice by mail when testing is scheduled. The examination for Boiler Operator & HVAC Technician will be a written examination. The written test will consist of material covering general mechanical information, heating systems, boilers, custodial duties, HVAC, safety, arithmetic and other related areas. The passing point will be 70%.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

To be eligible for the position under this examination, applicants must be at least 18 years of age and must be a United States Citizen or have legally declared their intention of becoming a United States Citizen. Must be a high school graduate or GED, Associate's Degree or a certificate in HVAC required with three (3) years of experience with the operation 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.

A valid Ohio Boiler Operator's license or HVAC certification 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 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.

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

Candidates must submit to a drug screen examination. Eligibility for employment shall not be considered final until drug testing has been successfully completed with a negative result. "Drug" means a controlled substance as defined by Chapter 3719 of the Ohio Revised Code, entitled "Controlled Substances", and/or Section 202, Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, hashish, "Crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice", barbiturates, and hallucinogens.

******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 record check.

******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 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 AWARD IS 20%.

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

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 EXAMINED.**

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. This position is responsible for performing a wide variety of building maintenance, repairs and improvement of City building offices and equipment. The individual works under the supervision of the Superintendent of Building Maintenance and/or a designee.