

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*

## CONTINUOUS RECRUITMENT

**DATE OF ISSUE: May 22, 2014**

**NO: M12-14**

### CLASSIFICATION TITLE

LIGHT DUTY AUTOMOTIVE MECHANIC 3  
(Department of Motor Vehicles)

### 2014 RATE

Step 1 - \$14.42/CDL

Step 1 - \$13.92/NO CDL

## 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, 3<sup>rd</sup> Floor, 218 Cleveland Ave. SW, Canton, OH, or application may be printed from the City of Canton web site [www.cantonohio.gov](http://www.cantonohio.gov) under "City Government", "City Services", "Civil Service" and then "View Continuous Recruitment". **APPLICANTS NEED TO SUBMIT A COPY OF THEIR CLASS "A" CDL LICENSE, COPY OF ASE CERTIFICATIONS AND ANY OTHER DOCUMENTATION PERTAINING TO THIS POSITION WITH COMPLETED APPLICATION.**

## EXAMINATION

We will offer the examination as necessary. Once you have submitted your application you will be placed in file until we offer the examination. You will be notified by mail when the exam is scheduled.

This will be a written examination that will consist of material covering a truck mechanic's basic job skills and sense of judgment.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Shall have a thorough knowledge of state of the art diagnostic tools and equipment and be able to perform all of the duties required of a full journeyman.

## ACCEPTABLE EXPERIENCE AND TRAINING

Must have appropriate ASE certifications for light automobiles and trucks. Shall have a high school education or equivalent, or municipal maintenance garage operations, also shall attend training school when requested to do so. Considerable experience in the repair in operations of all types of motor vehicles.

## \*\*\*\*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 by not limited to marijuana, hashish, "Crack", cocaine, heroin, morphine, codeine, opiates, amphetamines, "ice", barbiturates, and hallucinogens.

**ADDITIONAL REQUIREMENTS**

Must possess a valid Class "A" Commercial Driver's License with a tank endorsement at all times or obtain within two (2) years. Must remain up to date with new developments in the automotive repair field.

**\*\*\*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%.**

**RATING**

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list in accordance with your score. Once this 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 IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

**DUTIES**

As a full journeyman and automotive repairman, he must be able to repair all types of equipment owned and operated by the City of Canton, including the removal and installation of complete engines, clutches, transmissions and/or all other component parts.

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