

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*

**DATE OF ISSUE:** March 15, 2016  
**NO:** BE1 - 16

**CLASSIFICATION TITLE**  
**CUSTODIAN**  
**(Canton Board of Education)**

**STARTING HOURLY RATE**  
**\$14.80**

### **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, 44702, or an application may be printed from City of Canton website [www.cantonohio.gov](http://www.cantonohio.gov) under "City Government" click on "City Services" and then on "Civil Service". Application may be mailed or brought to the office, but must be on file no later than Friday, April 8, 2016 at 4:00. Candidate must submit a copy of their valid driver's license with completed application.

### **EXAMINATION – TUESDAY, APRIL 12, 2016**

**EXAM:** 4:30 p.m. (no applicant will be admitted after 4:30 p.m.)  
**LOCATION:** McKinley High School, Cafeteria, 2323 Northwest 17<sup>th</sup> Street, Canton, OH 44708  
**SCOPE:** A written examination will be administered on the following subjects: cleaning materials and procedures; safety; arithmetic; mechanical comprehension; and other related areas. A score of 70% will be the minimum passing score.

This is an open examination. To be eligible for employment, applicants must show they are a reliable worker, must be a U.S. Citizen or have legally declared their intention of becoming a citizen. All applicants must be a high school graduate or possess a G.E.D. Previous custodial work experience is highly desirable. Applicants should be in good physical condition and may be required to take a medical examination.

Since this position of employment is in a school setting, all applicants must be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants must not have been convicted of a felony in this state or any other state, nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records in employment candidates.

### **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.**

**\*\*\*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 (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 (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.

**RESIDENCY BONUS**

Applicants who have resided within the Canton City School District 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**

Applicants will receive, in addition to a passing score, bonus credit for Veterans' preference and School District Residency. Your name will be placed on the eligibility list upon receiving a passing score of 70% and preference shall be given in consideration for employment in accordance with your rating. Once the list has been established, your name will remain on the list for a period of one year.

**EQUAL EMPLOYMENT**

All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

**DUTIES**

Performs cleaning and routine operational duties in and around school buildings. Keeps equipment clean and does minor repair and adjustments to same. Performs related duties as required by supervision.