

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
jobs@cantonohio.gov
www.cantonohio.gov



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:

DATE OF ISSUE: February 8, 2019
NO: M3-19



CLASSIFICATION TITLE
ENGINEERING TECHNICIAN 1 - (GIS Analyst)
(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 on the application form below. Application, resume, clear copy of valid driver's license, unofficial college transcripts if applicable and any other pertinent documentation can be e-mailed to jobs@cantonohio.gov or submitted directly to the Civil Service Commission. Application and pertinent documentation must be on file with the Civil Service Office no later than **Friday, March 8, 2019 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**

Civil Service
 City Hall / 3rd Floor
 218 Cleveland Ave. SW
 Canton, OH 44702-4218

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To be considered for employment you must complete this entire application accurately. **Please print clearly.**

General Information

What position are you applying for?

Last Name	First Name	Middle Initial
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Present Address	City, State, Zip Code	Years at this address
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Phone Number	Alternate Phone Number	Last 4 Digits of Social Security Number XXX-XX-
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How long have you lived in Stark County?	How long have you lived in Canton?	U. S. Citizen? ___ Yes ___ No
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The Civil Service Law prohibits classified employees from holding any position in a political office or club. Do you belong to any organization of this type at the present time? ___ Yes ___ No
 Are you an elected official such as a precinct committee person? ___ Yes ___ No

Do you have a driver's license? ___ Yes ___ No	Do you have a Commercial Driver's License? ___ Yes ___ No If yes, License Number
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Military History

Branch of Military Service	Date Served: From _____ To _____
Rank when separated:	Present Reserve Status: ___ Active ___ Inactive
Describe any training or honors received in Military:	Describe duties:
Did you serve at least 180 day of consecutive active duty service? ___ Yes ___ No	If yes, were you honorably discharged? ___ Yes ___ No

Education

Please indicate below all of the schools you have attended beginning with high school, including trade, business, college or vocational school

Name of School	Location of School (City and State)	Dates Attended From _____ To _____	Major/Minor	Type of Degree

List any professional licenses, certificates or other training you have.

Other Skills

Office Machine Operated:	Typing Speed w.p.m.
Factory, Construction, or Street Equipment Operated:	
Describe any other skills which are related to the kind of work you want to do:	

Employment History

List your employment, starting with your most recent.		
Dates of employment From Mo/Yr To Mo/Yr ___/___ ___/___	Name of Employer and Location	Phone Number and Supervisors Name
Your title and duties:		Reason for leaving:
Number of workers you supervised:		May we contact? ___ Yes ___ No Please initial here ___
Dates of employment From Mo/Yr To Mo/Yr ___/___ ___/___	Name of Employer and Location	Phone Number and Supervisors Name
Your title and duties:		Reason for leaving:
Number of workers you supervised:		May we contact? ___ Yes ___ No Please initial here ___
Dates of employment From Mo/Yr To Mo/Yr ___/___ ___/___	Name of Employer and Location	Phone Number and Supervisors Name
Your title and duties:		Reason for leaving:
Number of workers you supervised:		May we contact? ___ Yes ___ No Please initial here ___

References

Give three (3) references who are not employers or relatives. They may be called upon to furnish information concerning your habits, character, job reference and ability.		
Name	Address and Phone Number	Occupation

PLEASE READ CAREFULLY

I hereby certify that the answers given and statements made on this application are true and correct. I am aware that a representative of the City of Canton may conduct an investigation of my background to assist in determining my suitability for this employment. I further understand that any applicant who intentionally makes a false statement or who practices fraud in filling out this application will be refused employment. If already appointed, subsequent evidence of misrepresentation will be considered adequate cause for termination of employment.

I hereby release all such persons and the City of Canton from liability or damages incurred as a result of furnishing or obtaining this information.

Applicant's Signature _____ Date _____ For Office Use Only: _____ a.m.
 _____ Date _____ Time _____ p.m.

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, have applied to the City of Canton for the position of _____.

I hereby authorize the City of Canton through its employees, to conduct a background information investigation pertaining to my personal history.

I am aware of, and consent to, my personal, professional and medical background being investigated in order to determine my suitability for employment with the City of Canton. I understand in conducting a background investigation, that employees of the City of Canton may be making inquiries of schools which I have attended; physicians and other persons who may have examined or treated me for physical or other types of illness or injury; police or court records pertaining to any arrest or conviction; credit bureaus and/or other entities who may have information regarding my credit record and/or financial standing; present and previous employers and other persons who may be able to provide information about me. Such inquiries will also include a records search of documents available on OPEN online, an Internet computer service, and also WebCheck Services provided by the Ohio Bureau of Criminal Identification and Investigation.

By my signature below, I request and authorize the disclosure of the information described above. I hereby expressly release and waive the provider of the information, as well as the City of Canton and any of its employees or agents, from any liability which may arise out of the release of, or inspection of such documents, records and other information relating to the investigation made by or on behalf of the City of Canton.

I recognize the right of the City of Canton to treat, at its discretion, certain sources of information as confidential, and its right to withhold from me or my agent, the names of such confidential sources and the information obtained there from. I understand that any disclosure of information carries with it the potential for an unauthorized redisclosure and the information may not be protected by federal confidentiality rules.

I understand that authorizing the disclosure of this information is voluntary. I understand that I may revoke this authorization to release information in writing at any time, except to the extent that action has been taken in reliance thereon. I understand that by revoking this authority, my application for employment is withdrawn.

Signature of Applicant

Date

Printed Name of Applicant

Witness (any adult can be a witness)

AUTHORIZATION CANNOT BE ACCEPTED UNLESS SIGNED BY A WITNESS