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# OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:



*AN EQUAL OPPORTUNITY EMPLOYER*

## CONTINUOUS RECRUITMENT

**DATE OF ISSUE: March 6, 2009**

**NO: M9-09**

### CLASSIFICATION TITLE

LIGHT DUTY AUTOMOTIVE MECHANIC 3  
(Department of Motor Vehicles)

### 2009 RATE

\$13.56/CDL

\$13.06/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" click on "City Services" and then on "Civil Service". **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

Once your application is received, you will receive by mail notice of the examination time and date. This examination will be administered at regular intervals.

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\*\*\*

Pursuant to Civil Service Rule IV (5), applicants are hereby advised that the position of employment 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) expires, whichever is shorter. Reinstatement to eligibility list(s) shall be contingent on successful passage of drug testing under the Commission's control at applicant expense.

**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\*\*\*\***

Candidates who are honorably discharged veterans having served more than 180 consecutive days on active duty and present their DD-214 Form - Long Version **AT THE TIME OF APPLICATION** will receive 20% additional credit provided they make a passing score.

**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 two years.

**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**