

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:** October 21, 2014  
**NO:** M23-14

**CLASSIFICATION TITLE**  
**SANITARY SEWER ENGINEER**  
**(Collection Systems)**

**SALARY RANGE**  
**\$55,108 - \$78,567**

### **FILING OF APPLICATION**

Application must be made on the regular 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 application may be printed from [www.cantonohio.gov](http://www.cantonohio.gov) by clicking on "City Services", "Civil Service" and "View City Jobs". Applicant must submit a copy of their valid driver's license, a current resume, unofficial college transcripts, copy of Professional Engineer License issued by the State of Ohio, and any other documentation pertaining to this position with the completed application and return to the Civil Service Office by the filing deadline of **Friday, November 14, 2014.**

### **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, 3<sup>rd</sup> 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 communication skills, engineering knowledge and computer software application knowledge.

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. Applicants must possess a current, valid Ohio Driver's License and a license to practice as a registered professional engineer issued by the State of Ohio.

### **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering and/or a related field and extensive professional engineering experience; or an equivalent combination of education, experience and/or training which provides the required knowledge, skills and abilities. Possession of a license to practice as a registered professional engineer issued by the State of Ohio.

### **UNIQUE REQUIREMENTS/PHYSICAL REQUIREMENTS**

Thorough knowledge of the principles and practices of engineering as related to the preparation of plans and specifications for a wide variety of public systems, methods and techniques. Knowledge of construction materials and of approved standards for sewer reconstruction application. Ability to interact with the City Engineering Department in all aspects of engineering, review and assistance. Provide technical assistance in approving bid plans and specifications for public bidding purposes. Highly skilled in computer software applications relating to hydraulic modeling, flow monitoring, and design software such as AutoCAD. Ability to prepare technical and administrative reports. Ability to analyze situations and develop workable solutions. Ability to present ideas effectively, orally and in writing. Ability to establish and maintain effective working relationships with Elected Officials, Department Heads, City employees, other agencies and the general public. Ability to supervise assigned personnel.

**\*\*\*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 and preference will be given in accordance with your final rating. Once the 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.

**\*\*\*\*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.

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

Pursuant to Civil Service Rule IV (16), 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) expire(s), whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

**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.**

**DUTIES**

This is a responsible, professional, and managerial position. An employee in this classification performs professional work of an administrative nature in assisting in the direction of the office and field staff of the Collection Systems Department. The individual has primary responsibility for planning, designing, and coordinating sanitary and storm sewer improvement projects throughout the City. The position also involves working simultaneously with the City Engineering Department. This is a professional engineering position involving regular coordination with the OEPA and other public health officials. This position will require a thorough familiarity with regulatory principles and practices that affect the City's NPDES requirements. The position will also require extensive knowledge of computer application in hydraulic modeling/analysis along with a strong familiarity with GIS principles. The exercise of technical judgment on numerous details and selection of sound engineering procedures should be followed at all times. The work is performed in accordance with State laws and City codes. The position involves assisting the Superintendent of Collection Systems in developing and monitoring a Capital budget impacting long and short term sewer rehabilitation and/or reconstruction projects. The Sanitary Sewer Engineer is responsible for directing and coordinating outside consultants in accomplishing the assigned projects impacting the City. The individual reports directly to the Superintendent of Collection Systems.