

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



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **September 13, 2012**
NO: **BE4-12**

CLASSIFICATION TITLE
TRANSPORTATION TECHNICIAN
(Canton Board of Education)

STARTING RATE
\$16.01

FILING OF APPLICATION

Application must be made on the special closed or regular application form available in the office of the Canton Civil Service Commission, Canton City Hall, Third Floor, 218 Cleveland Ave. SW, Canton, OH or open application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application must be on file **no later than Friday, October 12, 2012 at 4:00 p.m.** Applicants for the exam must submit a clear copy of their valid CDL with passenger and school bus endorsement, documentation showing certification as an on-bus instructor (if applicable) and a resume along with their application.

TRANSPORTATION TECHNICIAN EXAMINATION

EXAMINATION: Subsequent to the filing of the application, the candidate will be assigned an examination time and date.

SCOPE: The examination will be administered on a personal computer. The examination will cover the following: Decision making; data entry; call summarization; cross referencing; character comparison; memory recall; map reading and other related areas. A 70% passing point will be used.

MINIMUM ACCEPTABLE EXPERIENCE & TRAINING

This is a combined promotional and open examination. To be eligible for the promotional examination, applicants must be working for the Canton Board of Education in the Custodial Maintenance or Transportation Classification Series and have completed their probationary period on or before October 12, 2012. Applicants for the open examination must be a high school graduate or possess a G.E.D. All applicants must also possess a CDL with passenger and school bus endorsements; meet all minimum State and Local school bus operator requirements; ability to develop computerized routing; must obtain certification as an on-bus instructor within one year of hire; possess a working knowledge of business English, spelling and punctuation; possess basic map reading skills and have a working knowledge of office equipment and procedures. Versatrans Routing System computer routing experience desirable.

It is also highly desirable for applicants to possess good public relations skills, have an extensive knowledge of streets in the City of Canton, the ability to develop bus routes and schedules, be able to work without supervision and have the ability to perform duties under stress with speed and accuracy.

Since this position is for employment 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 nor be a habitual abuser 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 on 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******

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of active duty service (ORC 124.23C). Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of October 12, 2012 to receive the bonus credit. 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 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

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veteran's preference and School District Residency. Your name will be placed on the appropriate list of eligibles upon receiving a passing score of 70% and preference shall be given in consideration for employment in accordance with candidate rating pursuant to the Collective Bargaining Agreement in effect at the Canton Board of Education and State Law.

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.

DUTIES

Reports to the Supervisor of Transportation. The responsibilities of a Transportation Technician include, but are not limited to the following: participates in the acquiring and communicating of transportation information, laws, safety rules and Board Policy; assists with procedures to be followed in such emergencies as accidents, breakdowns and bad weather; opens the garage and prepares facilities for the days operation; notifies substitutes for work; assists in new driver training; assists in gathering information on weather and road conditions for school closings; performs other related duties as assigned.

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