

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/09/09 Im

ANNOUNCEMENT NO. 1

**ADMINISTRATOR OF ENGINEERING & PLANNING** (NON COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$30,214.95 - \$109,248.99** per Year.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR DISTRIBUTION TO APPLY FOR THE CIVIL SERVICE EXAMINATION FROM 8:30 A.M. ON FRIDAY, JANUARY 23, 2009 UNTIL 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON, THURSDAY, JANUARY 29, 2009.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.**

**NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

Under general direction, supervises environmental and engineering staff activities. Oversees and directs the performance of environmental and engineering studies, designs, inspections, and construction activities. Interfaces with various governmental agencies to ensure departmental compliance with regulatory requirements. Performs job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. A Bachelor's Degree in Business/Public Administration or related field is required. Five years of full time paid progressively responsible experience in an engineering environment with inspection project management is required. (Substitution: Two years of full time experience may substitute for each year of college education lacking.)

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Civil Service Commission will make copies for a standard fee.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/09/09 Im

ANNOUNCEMENT NO. 2

**ASSISTANT COMMISSIONER OF ASSESSMENTS AND LICENSES**

**(NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON COMPETITIVE** examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$23,647.11-\$82,125.01** per Year.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR DISTRIBUTION TO APPLY FOR THE CIVIL SERVICE EXAMINATION FROM 8:30 A.M. ON, FRIDAY, JANUARY 23, UNTIL 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume.**

**NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

Supervises, directs, and evaluates assigned staff, resolving employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Oversees and assists assigned staff with the administration of the division and/or enforcement of licenses, taxes, or billing ordinances and code compliance. Assists staff in developing evidence and prosecuting cases. Serves as assistant to the Commissioner and interacts closely with him/her to plan goals and objectives for ordinance administration and code enforcement. Plans, organizes, establishes priorities, and implements work plan in accordance with division needs. Communicates effectively with the general public, clients, law enforcement, attorneys, solicitors, and judges in matters relating to ordinance and code compliance. Receives and conveys supervisory instruction and direction. Attends public meetings to clarify the intent of enforcement and ordinance regulations. Directs the development and training of department personnel in field and administrative procedures to ensure that they are properly instructed, oriented, and trained. Monitors business or individual activity occurring in the City to identify ordinance violators and take steps to enforce compliance. Operates motorized vehicle for transportation to on-site locations. Uses computer system and operates calculator. Maintains various personnel records such as attendance and performance appraisals. Prepares various reports and forms such as notifying clients of violations, citations for summoning clients, and court briefs for presenting evidence in court. Serves as a liaison to other municipal divisions and governmental agencies, community development corporations, local organizations, businesses, etc. Provides customer service to both internal and external customers. Performs other job related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. A Bachelor's Degree in Business/Public Administration, Accounting, Finance, or related field is required, a Master's Degree and/or certifications (certified public accountant, certified financial government manager) are preferred. Five years of full time paid experience in license regulation (interpreting, issuing, inspection, or enforcement work), OR billing and collections work including medical billing with exposure to high volume invoice billing, OR tax administration or audit work, OR administration work with accounting knowledge is required. Management and supervisory experience is required. A valid State of Ohio Driver's License is required.

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Civil Service Commission will make copies for a standard fee.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/09/09 lm

ANNOUNCEMENT NO. 3

**ASSISTANT COMMISSIONER OF WPC** (Maintenance & Pump Station Operations)

**(NON-COMP)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON-COMPETITIVE** examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$26,273.96- \$86,764.70** per Year.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR DISTRIBUTION TO APPLY FOR THE CIVIL SERVICE EXAMINATION FROM 8:30 A.M. ON FRIDAY, JANUARY 23 UNTIL 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume.**

**NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

Under administrative direction, assists the Commissioner in management of Water Pollution Control divisional operations. Directs the activities of designated managerial and supervisory personnel. Assists in supervising activities involving the elimination, control, and/or regulation of water course, river, and stream pollution. Oversees the administration of sewer systems operations, improvements, and maintenance. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

**Maintenance and Pump Station Operations** - A High School Diploma or GED is required. A Bachelor's Degree in Business Administration, Civil Engineering, Urban Studies, or related field from a four year accredited college or university is required. Five years of full time paid experience in sewer maintenance and construction directly related to the Division of Water Pollution Control Operations, three of which must be managerial, is required. (Substitution: Two years of full time experience may be substituted for each year of college education lacking.) Regulatory compliance, project management, and personnel development experience is required. Must be computer proficient. Active membership in the American Public Works Association or other relevant professional organization is preferred. A valid State of Ohio Driver's License is required. An Ohio Commercial Driver's License is required within one year of the date of hire.

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Civil Service Commission will make copies for a standard fee.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/09/09 Im

ANNOUNCEMENT NO. 4

**ASSOCIATE ENGINEER**

**(OPEN)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an OPEN examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$17.83 - \$26.15** per Hour.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR DISTRIBUTION TO APPLY FOR THE CIVIL SERVICE EXAMINATION FROM 8:30 A.M. ON FRIDAY, JANUARY 23, 2009 UNTIL 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume.**

**NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

Under general supervision, administers, plans, constructs, maintains, operates, researches, designs, and performs other related engineering services. Assists in supervising the work of drafters, engineering assistants, and other employees. Compiles and maintains records, specifications, standards, and correspondence. Performs related duties as required. May be required to work varying shifts and report in emergency situations as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or G.E.D. is required. A Bachelor's Degree in Engineering from an accredited four (4) year college or university is required. An Engineer-In-Training Certificate is preferred. A valid State of Ohio Driver's License is required. Must be proficient in Autocad. Must be able to lift and carry at least thirty (30) pounds.

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Civil Service Commission will make copies for a standard fee.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/09/09 dje

ANNOUNCEMENT NO. 6

**ENVIRONMENTAL ENFORCEMENT SPECIALIST II** (OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$16.35 - \$23.19** per Hour.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR DISTRIBUTION TO APPLY FOR THE CIVIL SERVICE EXAMINATION FROM 8:30 A.M. ON FRIDAY, JANUARY 23, 2009 UNTIL 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE: WRITTEN EXAMINATION**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

This individual has responsibility for locating and analyzing pollution sources to determine discharge capacity and ambient concentration of pollutants. Recommends corrective actions to control emissions. Conducts more complex facility inspections and investigates odor nuisance complaints. Checks for NSPS and PSD compliance. Prepares source and compliance reports and enforcement action referrals for submittal to OEPA . Performs the more advanced computer modeling for stack emissions and toxic screening analysis. Performs other job related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. A Bachelor's Degree in Environmental Science, Chemistry, Physics, Biology, Engineering, Mathematics, or any other science related field from an accredited four year college or university is required, a Master's Degree is preferred. Two years of full time paid experience in the enforcement of air pollution regulation is required. Extensive knowledge of federal, state, and local air regulations and the expertise to apply and convey this knowledge to the public is required.

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee.**

**NOTE: All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/09/09 dje

ANNOUNCEMENT NO. 5

**ENVIRONMENTAL ENFORCEMENT SPECIALIST I**

**(OPEN)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$14.95 - \$22.13** per Hour.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR DISTRIBUTION TO APPLY FOR THE CIVIL SERVICE EXAMINATION FROM 8:30 A.M. ON FRIDAY, JANUARY 23, 2009 UNTIL 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE: WRITTEN EXAMINATION**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

This is an entry level position which has responsibility for conducting inspections for routine pollution sources and control equipment, boilers, smoke stacks, manufacturing facilities, foundries, etc. identifying and investigating sources operating without permits. Inspects facilities after permit applications have been filed to ensure continued compliance. Inspects NESHAP sources to ensure requirements are fulfilled. Identifies potential or existing source violations. Performs computer modeling of stack emissions. Investigates complaints and issues warning letters or NOV's to entities found to be in violation. Prepares enforcement action referrals (EARs) for submittal to OEPA. Performs other job related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. A Bachelor's Degree from an accredited four-year college or university in Environmental Science, Chemistry, Physics, Biology, Geology, Engineering, Mathematics, or any other science-related field is required. Must possess a basic knowledge of air pollution as it relates to regulatory issues.

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee.**

**NOTE: All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**NOTE: Those persons who are residents of the City of Cleveland and who received passing Scores shall have ten (10) additional points added to their grades. See accompanying list of acceptable forms of proof of residency applicants need at the time of filing**

AN EQUAL OPPORTUNITY EMPLOYER

## CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/09/09 lm

ANNOUNCEMENT NO. 7

### HEAD STOREKEEPER

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

#### SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$10.00 - \$21.10** per Hour.

#### FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR DISTRIBUTION TO APPLY FOR CIVIL SERVICE EXAMINATION FROM 8:30 A.M. ON, FRIDAY, JANUARY 23, 2009 UNTIL 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

#### EXAMINATION INFORMATION

**TYPE: WRITTEN EXAMINATION**

**TYPE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

#### DUTIES OF THE POSITION

Under supervision, supervises activities in one or more storerooms or storage yards. Performs related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

#### MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. Five years of full time paid warehouse or storeroom experience with ordering, stocking, and dispensing procedures for equipment and materials and other inventory control activities such as physical inventory, cycle counts, etc, is required. Supervisory experience is strongly preferred. Must possess basic computer skills, especially Microsoft Office Suites and must be able to attain proficiency on various inventory software packages. Must be knowledgeable in the various machines associated with the automated office (e.g.: Computer, fax, copier, postage meter, adding machine, etc.) A valid State of Ohio Driver's License is required. Must be proficient in operating a powered lift truck (tow motor). Must be able to lift and carry 75 pounds upon occasion with the use of equipment or the assistance of others.

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination.**

**NOTE: All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Civil Service Commission will make copies for a standard fee.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/09/09 dje

ANNOUNCEMENT NO. 90A-07

**SEWER MAINTENANCE UNIT LEADER OPERATOR**

**(OPEN)**

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open examination for the above mentioned classification.

**SALARY**

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$14.09 - \$20.62** per Hour.

**FILING OF APPLICATION**

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR DISTRIBUTION TO APPLY FOR THE CIVIL SERVICE EXAMINATION FROM 8:30 A.M. ON FRIDAY, JANUARY 23, 2009 UNTIL 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JANUARY 29, 2009.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

**EXAMINATION INFORMATION**

**TYPE: WRITTEN EXAMINATION**

**NOTE: Those applicants who have already filed for this examination Do Not need to file again.**

**NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

**DUTIES OF THE POSITION**

Under supervision, is responsible for the cleaning, repairing, and maintenance of sewers. Supervises subordinates in general sewer maintenance work. Supervises digging, sheeting and timbering of trenches. Supervises repairing, cleaning, and flushing of sewers, catch basins, overflows, and house connections. Supervises the replacing of catch basin covers, grate hoods, and stones. Supervises the loading and unloading of supplies. Tests sewers for breaks. Operates and services trucks. Operates all of the division's special sewer cleaning equipment including, but not limited to, vac-alls, sewer rodder, sewer jet, combination machine, bucket machines, tv inspection truck, and tv inspectional grouting truck. Performs other job related duties as required. Follows all operations and safety polices and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

**MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:**

A High School Diploma or GED is required. Four years of full time paid experience in Sewer Maintenance is required. Must be employed as a Sewer Maintenance Unit Leader with the City of Cleveland. A valid State of Ohio Commercial Driver's License Class A with a Tanker Endorsement is required. Must have successfully completed the A.P.W.A. Basic Supervision course. Must be able to lift and carry up to 100 pounds.

**NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Civil Service Commission will make copies for a standard fee.**

**NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.**

**AN EQUAL OPPORTUNITY EMPLOYER**