

CIVIL SERVICE COMMISSION

APPROVED C.S.C. MINUTES 2/23/18 Im

ANNOUNCEMENT NUMBER CS2018-23

AUTOMOBILE TECHNICIAN

(OPEN)

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

FILING OF APPLICATION:

Application must be made electronically through the City of Cleveland's web site:

www.governmentjobs.com/careers/cleveland

No other form or method of application will be accepted. Absolutely no paper applications will be accepted.

THE ELECTRONIC APPLICATION PERIOD IS FROM 12:01 A.M. ON FRIDAY, MARCH 2, 2018 UNTIL 11:59 PM. ON THURSDAY, MARCH 15, 2018 NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 11:59 PM ON THURSDAY, MARCH 15, 2018

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

IMPORTANT NOTE: At the time of submitting an application, copies of the following items are required to be uploaded as attachments to that application:

1. Proof of Education (as provided herein);
2. Proof of a Driver's License;
3. DD-214 or other materials to prove veteran's status (as described herein) only required if the applicant is seeking veteran's preference points

NOTE: ONCE YOU SUBMIT YOUR APPLICATION, FURTHER CHANGES TO THAT APPLICATION WILL NOT BE PERMITTED. All additional attachments, correspondence, notifications, and certifications will be made with applicants via email. Any updates of email or your online profile must be made at: CS@city.cleveland.oh.us.

NOTE: YOU ARE NOT APPLYING FOR AN IMMEDIATE JOB OPENING. YOU ARE APPLYING TO TAKE AN EXAMINATION WHICH WILL BE USED TO CREATE AN ELIGIBLE LIST FOR THIS JOB CLASSIFICATION. THAT LIST WILL BE USED FOR FUTURE HIRES IN THIS JOB CLASSIFICATION.

SALARY: The prevailing salary for this position as established by Ordinance of the Council of the City of Cleveland is \$12.60 - \$22.26 per Hour. The expected starting rate for this position is \$16.53 per Hour.

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EXAMINATION INFORMATION

TYPE - WRITTEN EXAMINATION: Applicants will be notified of the time, date, and place of the examination.

NOTE: All copies of diplomas, licenses, certificates, resumes and any other required documents must be uploaded and included with your Application when it is submitted. Applications without the required documents will be rejected.

Duties:

Under supervision, inspects, repairs, adjusts, and services automobiles, trucks, and other motorized equipment. Makes minor repairs and adjustments to secondary units. Performs related duties as required. TYPICAL TASKS: Overhauls and repairs motors and electrical equipment of automobiles and trucks. Checks and repairs automobile and truck bodies and fenders. Repairs air compressors, concrete mixers, and mobile pumping equipment. Adjusts brake mechanisms of automobiles and trucks. Resets and repairs ignition systems and carburetors. Inspects and services batteries. Drives tow car. Welds in the repair of automotive equipment. Operates equipment. Operates machines and equipment in making automobile repairs. Services automobiles and trucks. 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

A High School Diploma or GED is required, a diploma from a High School or Trade School specializing in Automotive Repair is preferred. Two years of full time paid experience in Automotive Repair is required. Must possess the required tools to perform the duties of the job. Must be able to lift and carry a minimum of 50 pounds. A valid state of Ohio Driver's License is required.

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

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.

Any applicant that willfully provides any false document, statement, or certification in regard to any test will be terminated from all processing, removed from any eligible list, and may face possible criminal prosecution.

VETERANS' PREFERENCE

Veterans' preference will be awarded, when applicable, to eligible veterans in accordance with Civil Service Rules 4.40E, 4.40F and 4.40G. Proof of active service or a DD Form 214, must be presented to the Commission **at the time of filing** application for the examination in which credit is sought in order to qualify for veterans' credit. If the applicant has received an honorable discharge or a general discharge under honorable conditions that applicant shall receive an additional five (5) points added to their raw score on the examination.

THE COMMISSION WILL NOT ENTERTAIN APPEALS FOR VETERANS' PREFERENCE CREDIT AFTER THE APPLICANT HAS FILED HIS/HER APPLICATION. THE DECISION OF THE COMMISSION IS FINAL.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

AN EQUAL OPPORTUNITY EMPLOYER