

MAINTENANCE M2

Public notice is hereby given of an open competitive exam to establish an eligible list for the position of Maintenance M2 in the classified service of the Parma City School District.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the Parma Civil Service Commission, 6617 Ridge Rd. Parma, Ohio (building located behind Parma City Hall – access off Ridgewood Dr.) January 27, 2016 thru February 12, 2016. Your application must be properly filled out and filed with the Commission before 4:30 p.m. on Friday, February 12, 2016. **There is a \$15.00 non refundable fee when you file your application (payable in cash or money order – no personal checks) said fee is waived for current permanent school board employees or with proof of financial hardship.**

EXAMINATION

TIME: 5:00 p.m. (in the evening) on Wednesday February 17, 2016.
PLACE: Cafeteria and gym at Greenbriar Middle School, 11810 Huffman Rd., Parma, Ohio
TYPE OF EXAM: Multiple choice written exam on general knowledge questions pertaining to maintenance work. A passing point of 70% will be used. The performance exam is strictly pass/fail. You must pass both the written exam and the performance exam in order to be placed on the Eligible List for Maintenance M2. A copy of the performance events is attached.
NOTE: The written test may be suspended if shown to be impractical because of insufficient number of qualified candidates. The Candidates will then be ranked in a standard manner based on the information, record or other data related to the candidate's ability to perform the duties of the position.

MINIMUM REQUIREMENT FOR ENTRANCE TO THE EXAMINATION

EXPERIENCE: One year experience in the maintenance field, preferably construction trade (see Job Description) must have high school diploma or GED.
LICENSE: Must have valid Ohio Driver's License. Present for verification at time of filing application.
CITIZENSHIP: Must be United States citizen or be in the United States legally.
SECURITY: Job offer conditional to passing Bureau of Criminal Investigation background check.
PHYSICAL: Job offer conditional to passing physical exam.
SALARY: \$30,592.00

VETERANS presenting DD214 that states honorable or under honorable conditions when filing their application shall receive 20% of their score additional provided they make a passing score.

According to O.A.P.S.E. Contract Article 6.5 present employees of the Parma City School District who Pass a civil service test shall be placed on a Preferred Eligible List for the Test(s) for which they pass.

Reasonable accommodation is available to all applicants. If you have a disability that needs to be Accommodated, please contact the Civil Service Commission office.

By order of the Parma Civil Service Commission
John L. Thomas Jr., Chairman
Timothy Boyko
Daniel Hoffman
An Equal Opportunity Employer

PERFORMANCE EXAM FOR MAINTENANCE M2

WHEN: Wednesday, February 17, 2016 at 5:00 p.m.

WHERE: Greenbriar Middle School, 11810 Huffman Road, Parma, Ohio

Report to the Cafeteria to register. The performance exam will be held in the gym.

EVENTS: Listed below:

Candidates must register and receive a number.

EVENT 1: LADDER CLIMB Candidate will climb 35-40 feet
Ladder to top of gym and either
Attach or detach chain, nut & bolt.

EVENT 2: BAG CARRY Candidate must carry 1 to 3 bags
35-50 lb (one at a time) from
point A to point B then back from
point B to point A

When you are finished with the last event, please turn in your number to the monitor.

Order of events is flexible

Be sure to wear clothing and shoes appropriate for the above exam.

After completing performance exam report back to the cafeteria to take the written portion of exam.

You must pass both the written exam and the performance exam in order to be placed on the Eligible List for Maintenance M2.

PARMA CIVIL SERVICE COMMISSION

John L. Thomas, Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

JOB DESCRIPTION

TITLE: Maintenance M-2

REPORTS TO: Maintenance Supervisor / Custodial Manager
High School Custodian

SUMMARY: Performs maintenance work required for the care, maintenance, protection and preservation of the school district's buildings, their contents and grounds

ESSENTIAL FUNCTIONS:

1. Perform tasks involving the use of common maintenance tools. May assist a semi-skilled or skilled maintenance tradesman
2. Perform common repair work, maintenance or installations to plumbing, heating, painting, carpentry, metalwork, masonry, and mechanical fields that might be performed by average homeowner
3. Perform custodial, cleaning, and maintenance service to buildings and equipment as assigned
4. Perform tasks requiring physical exertion, moving equipment, scaffolding, furniture, rubbish materials and supplies, digging ditches for drain and sewer tile, etc.
5. Operate jeeps, trucks, tractors, mowers, snowplows, and other types of board-owned equipment
6. Perform general landscape work and prepare athletic fields and tracks
7. Report unsafe and adverse conditions
8. May supervise an employee as assigned
9. Perform other related duties as determined by the Maintenance Supervisor, Custodial Supervisor and/or High School Custodian

QUALIFICATIONS:

1. High school diploma or GED (General Education Degree)
2. One year of experience in the maintenance field, preferably in the construction trades
3. Knowledge of the care, operation and use of common maintenance tools such as picks, shovels, rakes, hoes, hammers and wrenches
4. Ability to direct the work of others
5. Ability to work independently without direct supervision
6. Possess a valid Ohio driver's license.
7. Experience and knowledge in one or more maintenance crafts or semi-skilled trades is desirable
8. Ability to physically perform the required work which includes the ability to frequently lift and carry objects weighing 80 to 100 pounds or more. Must pass a required physical examination
9. Maintain a good attendance record and is punctual

PHYSICAL DEMANDS:

The physical demands and work environments described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. In outdoor and indoor working environments the employee is subject to bending, crouching and kneeling in confined spaces such as attics and sub-floor areas, pushing/pulling of equipment and tools, reaching in all directions, long periods of standing and walking, climbing stairs and ladders, and with appropriate safety equipment, working with asbestos – containing materials, equipment, solvents, paints, grease and oil and other chemicals.
2. The noise level in the work environment is usually loud to very loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.