

LABORER

Public notice is hereby given for an open competitive exam to establish an eligible list for the position of Laborer M-1 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 Road Parma, Ohio (building located behind Parma City Hall – access off Ridgewood Drive) Your application must be properly filled out and filed with the Commission before **4:30 p.m. on Friday, October 15, 2021. 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 **Monday October 18, 2021**
Place: Cafeteria at Valley Forge High School, 9999 Independence Blvd.
Parma Heights, Ohio
Type of Exam: Multiple Choice written exam on math; reading comprehension; tool identification; assessing the correct way to do job; questions related to the job of laborer; questions related to job safety. A passing point of 70% will be used. The performance portion of the exam will be held the same evening. The performance is strictly pass/fail. You must pass the written exam and the performance exam to be placed on the Eligible list for Laborer. A copy of the performance exam is attached.

MINIMUM REQUIREMENTS FOR ENTRANCE TO THE EXAMINATION

Experience: Knowledge of the care and use of common maintenance tools; must have good physical coordination and manual dexterity. See attached job description for more details.
License: Must have a valid Ohio Driver's License. Present for verification at time of picking up 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.
Salary: 29,911.00 after 75 days \$30,808.00
Veterans: Veterans presenting honorable or under honorable conditions discharge papers or certificate of service when filing their application shall receive 20% added to their score provided they make a passing score on the exam. Credit will not be given for any other type of discharge from service i.e. Under general conditions, uncharacterized, etc.
Note: **The written test may be suspended if shown to be impractical because of insufficient number of qualified candidates. The candidates will be ranked in a standard manner based on the information, records, or other data related to the candidate's ability to perform the duties of the position.**

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
Timothy A. Boyko, Chairman
Daniel A. Hoffman
An Equal Opportunity Employer