

SKILLED MAINTENANCE M7

Public notice is hereby given of an open competitive exam to establish an eligible list for the position of Skilled Maintenance M7 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.) Your application must be properly filled out and filed with the Commission before 4:30 p.m. on Friday, August 17, 2018. **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, August 20, 2018.
PLACE: Cafeteria at Parma Senior High School, 6285 W. 54th St. Parma, Ohio
Use rear parking lot off Longwood Ave. Entrance to building by bus loop.
TYPE OF EXAM: Multiple choice written exam on general knowledge questions on all phases of skilled maintenance, supervision etc. A passing point of 70% will be used. The performance portion of the exam will be held on a different date. You will be notified the day of the written exam. 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 Skilled Maintenance M7. A copy of the performance events is attached.

MINIMUM REQUIREMENT FOR ENTRANCE TO THE EXAMINATION

EXPERIENCE: Five years 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: \$37,646.00 after 75 working days probation \$38,775.00 plus benefits.
VETERANS: Veterans presenting honorable or under honorable conditions discharge papers or certificate of service when filing their application shall receive 20% of their score additional 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.

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 SKILLED MAINTENANCE M7

WHEN: **Thursday, August 23, 2018 at 5:00 p.m.**

WHERE: **Valley Forge High School, 9999 Independence Blvd., Parma Hts., Ohio**

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

Candidates must register and receive a number.

EVENTS: Listed below:

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 Skilled Maintenance M7.

PARMA CIVIL SERVICE COMMISSION

John L. Thomas, Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • Parma, Ohio 44134

MAINTENANCE

WORK SCHEDULE: 52 Weeks

CIVIL SERVICE: Classified

JOB CLASSIFICATION: Maintenance M-7 (HVAC)

SALARY SCHEDULE: 3; Code: C

RESPONSIBLE TO: Supervisor of Buildings and Grounds

- QUALIFICATIONS:
1. High School diploma or General Education Degree (GED).
 2. Five years of experience in the HVAC field, knowledge of building materials and facilities.
 3. Knowledge of the care and use of HVAC systems and tools.
 4. Ability to instruct and direct the work of others.
 5. Possession of a valid Ohio driver's license.
 6. Experience and knowledge in HVAC systems and one or more maintenance crafts or skilled trades is desirable.
 7. 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.
 8. Maintains a good attendance record and is punctual.
 9. Ability to read operating instructions and write reports.
 10. Possesses basic computer skills.
 11. Knowledge of correct and safe use of power tools and equipment.
 12. HVAC and recovery licensing.

MAJOR FUNCTION:

Performs maintenance work, specifically on HVAC systems, required for the care; maintenance, protection and preservation of the school district's buildings, their contents and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Operate power tools in a safe and correct manner.
2. Ability to read blue prints.
3. Perform tasks requiring physical exertion.
4. Ability to correctly and safely operate motor vehicle and equipment.
5. Supervise employee in lower classification in a safe manner.
6. Ability to communicate in writing any unsafe and adverse conditions.
7. Ability to fill out log sheet and work orders correctly.
8. Ability to use and operate computer based work order program.
9. Ability to perform as a building custodian as needed.
10. Demonstrate a willingness and competence to complete HVAC maintenance tasks and to serve the Parma City School District.
11. Seek to establish the highest possible public relations.
12. Demonstrate a positive, enthusiastic attitude.
13. Maintain a clean and safe working environment in and out of the maintenance department.
14. Encourage personal growth, of self and other district personnel.
15. Handle district service needs quickly, thoroughly and safely.
16. Attend meetings as assigned and contribute to discussions.
17. Maintains a good attendance record and is punctual.
18. Performs other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

1. Outdoor and indoor working environments 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/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.
3. While performing the duties of this position, the employee is frequently required to stand, talk, hear and sometimes walk and sit.
4. While performing the duties of this position, the employee may occasionally push, or lift up to 30 lbs.
5. The employee is responsible for the safety or well-being of other people.

6. Specific vision abilities required by this position include close vision, such as the ability to read handwritten or typed material and the ability to adjust focus.
7. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
8. Move from building to building and be able to carry materials.
9. Use of personal vehicle is required in order to perform the minimum service.

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.

Human Resources 10/13

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • Parma, Ohio 44134

MAINTENANCE

WORK SCHEDULE: 52 Weeks

CIVIL SERVICE: Classified

JOB CLASSIFICATION: Maintenance M-7 (Plumbing)

SALARY SCHEDULE: 3; Code: C

RESPONSIBLE TO: Supervisor of Buildings and Grounds

QUALIFICATIONS:

1. High School diploma or General Education Degree (GED).
3. Five years of experience in the plumbing field, knowledge of building materials and facilities.
4. Knowledge of the care and operation of plumbing services, tools and practices.
5. Ability to instruct and direct the work of others.
6. Possession of a valid Ohio driver's license.
7. Experience and knowledge in plumbing field and one or more maintenance crafts or 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. Maintains a good attendance record and is punctual.
13. Ability to read operating instructions and write reports.
14. Possesses basic computer skills.
15. Knowledge of correct and safe use of power tools and equipment.
16. 5 years of experience in industrial/commercial plumbing.

MAJOR FUNCTION:

Performs maintenance work, specifically on plumbing projects and repairs; required for the care, maintenance, protection and preservation of the school district's buildings, their contents and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

19. Operate power tools in a safe and correct manner.
20. Ability to read blue prints.
21. Perform tasks requiring physical exertion.
22. Ability to correctly and safely operate motor vehicle and equipment.
23. Supervise employee in lower classification in a safe manner.
24. Ability to communicate in writing any unsafe and adverse conditions.
25. Ability to fill out log sheet and work orders correctly.
26. Ability to use and operate computer based work order program.
27. Ability to perform as a building custodian as needed.
28. Demonstrate a willingness and competence to complete plumbing maintenance tasks and to serve the Parma City School District.
29. Seek to establish the highest possible public relations.
30. Demonstrate a positive, enthusiastic attitude.
31. Maintain a clean and safe working environment in and out of the maintenance department.
32. Encourage personal growth, of self and other district personnel.
33. Handle district service needs quickly, thoroughly and safely.
34. Attend meetings as assigned and contribute to discussions.
35. Maintains a good attendance record and is punctual.
36. Performs other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

2. Outdoor and indoor working environments 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/walking, climbing stairs and ladders, and with appropriate safety equipment, working with asbestos - containing materials/equipment, solvents, paints, grease and oil, and other chemicals.
10. The noise level in the work environment is usually loud to very loud.
11. While performing the duties of this position, the employee is frequently required to stand, talk, hear and sometimes walk and sit.
12. While performing the duties of this position, the employee may occasionally push, or lift up to 30 lbs.

13. The employee is responsible for the safety or well-being of other people.
14. Specific vision abilities required by this position include close vision, such as the ability to read handwritten or typed material and the ability to adjust focus.
15. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
16. Move from building to building and be able to carry materials.
17. Use of personal vehicle is required in order to perform the minimum service.

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.

Human Resources 10/13

JOB DESCRIPTION

PARMA CITY SCHOOL DISTRICT
5311 Longwood Ave. • Parma, Ohio 44134

MAINTENANCE

WORK SCHEDULE: 52 Weeks

CIVIL SERVICE: Classified

JOB CLASSIFICATION: Maintenance M-7 (Electrical)

SALARY SCHEDULE: 3; Code: C

RESPONSIBLE TO: Supervisor of Buildings and Grounds

QUALIFICATIONS:

1. High School diploma or General Education Degree (GED).
4. Five years of experience in the electrical field, knowledge of building materials and facilities.
5. Knowledge of the care and operation of electrical services and tools.
6. Ability to instruct and direct the work of others.
7. Possession of a valid Ohio driver's license.
8. Experience and knowledge in electrical field and one or more maintenance crafts or skilled trades is desirable.
9. 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.
10. Maintains a good attendance record and is punctual.
17. Ability to read operating instructions and write reports.
18. Possesses basic computer skills.
19. Knowledge of correct and safe use of power tools and equipment.
20. 5 years of experience in industrial/commercial electric or journeyman's license.

MAJOR FUNCTION:

Performs maintenance work, specifically on electrical projects and repairs; required for the care, maintenance, protection and preservation of the school district's buildings, their contents and grounds.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

37. Operate power tools in a safe and correct manner.
38. Ability to read blue prints.
39. Perform tasks requiring physical exertion.
40. Ability to correctly and safely operate motor vehicle and equipment.
41. Supervise employee in lower classification in a safe manner.
42. Ability to communicate in writing any unsafe and adverse conditions.
43. Ability to fill out log sheet and work orders correctly.
44. Ability to use and operate computer based work order program.
45. Ability to perform as a building custodian as needed.
46. Demonstrate a willingness and competence to complete electrical maintenance tasks and to serve the Parma City School District.
47. Seek to establish the highest possible public relations.
48. Demonstrate a positive, enthusiastic attitude.
49. Maintain a clean and safe working environment in and out of the maintenance department.
50. Encourage personal growth, of self and other district personnel.
51. Handle district service needs quickly, thoroughly and safely.
52. Attend meetings as assigned and contribute to discussions.
53. Maintains a good attendance record and is punctual.
54. Performs other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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

3. Outdoor and indoor working environments 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/walking, climbing stairs and ladders, and with appropriate safety equipment, working with asbestos - containing materials/equipment, solvents, paints, grease and oil, and other chemicals.
18. The noise level in the work environment is usually loud to very loud.
19. While performing the duties of this position, the employee is frequently required to stand, talk, hear and sometimes walk and sit.
20. While performing the duties of this position, the employee may occasionally push, or lift up to 30 lbs.

21. The employee is responsible for the safety or well-being of other people.
22. Specific vision abilities required by this position include close vision, such as the ability to read handwritten or typed material and the ability to adjust focus.
23. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
24. Move from building to building and be able to carry materials.
25. Use of personal vehicle is required in order to perform the minimum service.

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.