

LABORER

Public notice is hereby given by the Parma Civil Service Commission of an open competitive exam to establish an Eligible List for the position of Laborer for the Parma City School District.

FILING OF APPLICATION

Application must be made on the regular application form obtainable at the office of the 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 returned by Monday, February 12, 2018 at 4:30 p.m.

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: 5:30 p.m. (in the evening) on Tuesday, February 13, 2018.

PLACE: Cafeteria at Valley Forge High School, 9999 Independence Blvd., Parma Hts., Ohio.

TYPE OF EXAM: Multiple choice written exam on basic 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 exam will be held on the same day as the written. The performance exam is strictly pass/fail. You must pass the written exam and the performance exam in order to be placed on the Eligible List for Laborer. A list of events for the performance exam 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 QUALIFICATIONS FOR ENTRANCE TO 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 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 upon passing Bureau of Criminal Investigation background check.

PHYSICAL: Job offer conditional to passing physical exam administered by School Board physician.

SALARY: \$28,186.00 after 75 working days \$29,031.00

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 School Board 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 SCHOOL LABORER

WHEN: Tuesday, February 13, 2018 at 5:30 p.m.

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

EVENTS: Listed below:

Candidates must register and receive a number

- | | | |
|----------|--------------|---|
| EVENT 1: | LADDER CLIMB | Candidate will climb 35-40 ft. 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 the back from point B to point A. |

When you are finished with the last event, please turn in your number to the monitor and return to cafeteria to take the written exam.

Order of events is flexible.

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

You must pass both the written exam and the performance exam in order to be placed on the Eligible list for School Laborer.

PARMA CIVIL SERVICE COMMISSION

John L. Thomas Jr., Chairman

Timothy Boyko

Daniel Hoffman

An Equal Opportunity Employer

2-1-18

JOB DESCRIPTION

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

LABORER

WORK SCHEDULE: 52 Weeks

CIVIL SERVICE: Classified

JOB CLASSIFICATION: M-1

SALARY SCHEDULE: III Code: A

RESPONSIBLE TO: Administrative Assistant – Maintenance/Custodial
Maintenance Working Foreman
High School Custodian (M-1's Assigned to High School)

MAJOR FUNCTION:

Under general supervision, performs general maintenance tasks for the care, maintenance, protection and preservation of the buildings, their contents and grounds. Laborers assigned to the General Maintenance Dept. may be required to substitute for Building Custodians on a rotating basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs maintenance tasks involving the use of common maintenance tools.
2. Performs tasks requiring physical exertion. May assist a semi-skilled or skilled Maintenance tradesman.
3. Performs custodial and cleaning duties to buildings and grounds.
4. Moves equipment, scaffolding, furniture, rubbish materials, and supplies.
5. Operates jeeps, trucks, tractors, mowers, snowplows and other types of Board-owned equipment.
6. Prepares athletic fields and tracks.
7. Reports unsafe and adverse conditions.
8. Performs a preventative maintenance service by daily checking assigned vehicles for gas, oil, battery, tires, lights and submits reports of vehicles needing repairs.
9. Make contacts with the public with tact and diplomacy.
10. Respond to routine questions and requests in an appropriate manner.
11. Promote good safety practices and procedures (i.e. safe driving habits, securing vehicle, utilizing proper lifting techniques.)
12. Promote good public relations by personal appearance, attitude and conversation.
13. Attend meetings and in-services as required.

OTHER DUTIES AND RESPONSIBILITIES:

1. Ensure safety of students.
2. Other related duties as assigned.

QUALIFICATIONS:

1. High School diploma or GED
2. Possession of a valid Ohio Driver's License
3. Must pass a required physical exam

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of the care and use of common maintenance tools such as picks, shovels, rakes, hoes, hammers and wrenches.
2. Possession of good physical coordination and manual dexterity.
3. Ability to physically perform the required work which includes the ability to frequently lift and carry objects weighing 80 to 100 pounds.
4. Ability to work with a variety of cleaning, snow removal and lawn care equipment and products.
5. Ability to work effectively with others.
6. Ability to communicate ideas and directives clearly and effectively both orally and in writing.
7. Ability to read and understand verbal and written instructions, written warnings and labels.
8. Effective, active listening skills.
9. Maintains a good attendance record and is punctual.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Frequent operation of a vehicle under inclement weather conditions and on occasion will walk on slippery surfaces.
2. Regular requirement to stand, walk, sit, balance, stoop, kneel, crouch, reach in all directions, read and hear.
3. Occasionally required to climb.
4. Lift and carry 80-100 pounds.
5. Occasional exposure to blood, bodily fluids and tissue.
6. Occasionally required to work in confined spaces such as attics and sub-floor areas.
7. Occasional requirement to work with asbestos containing materials/equipment, solvents, paints, grease and oil and other chemicals.

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.