

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. Your application must be properly filled out and returned by Wednesday, November 25, 2015 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: 7:00 p.m. (in the evening) on Monday November 30, 2015.
PLACE: Cafeteria at Greenbriar Middle School 11810 Huffman Road, Parma, 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 the same evening. 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.

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: \$27,907.00 after 75 working days \$28,744.00
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
George Oryshkewych
Timothy Boyko
An Equal Opportunity Employer

PERFORMANCE EXAM FOR LABORER

WHEN: Monday, November 30, 2015 at 7:00 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 Laborer.

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

LABORER

WORK SCHEDULE: 52 Weeks

CIVIL SERVICE: Classified

JOB CLASSIFICATION: M-1

SALARY SCHEDULE: Code: A

RESPONSIBLE TO: Maintenance Supervisor/High School Custodian

- QUALIFICATIONS:
1. Grade school graduation, but preferably a high school diploma.
 2. Knowledge of the care and use of common maintenance tools such as picks, shovels, rakes, hoes, hammers and wrenches.
 3. Possession of good physical coordination and manual dexterity.
 4. Possession of a valid Ohio Driver's License.
 5. 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.
 6. Ability to work with a variety of cleaning, snow removal and lawn care equipment and products.
 7. Maintains a good attendance record and is punctual.

MAJOR FUNCTION: Under general supervision of the Business Office and the immediate supervision of the Maintenance Supervisor and/or High School Custodian, performs as directed maintenance tasks requiring no experience or training for the care, maintenance, protection, and preservation of the buildings, their contents and grounds.

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. Performs other related duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

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.

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, 7/97