

ASSISTANT CUSTODIAN C4

Public notice is hereby given for an open competitive exam to establish an eligible list for the position of Assistant Custodian C4 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, 6611 Ridge Road Parma, Ohio (located in the basement of Parma City Hall, next to the Human Resources Department) Your application must be properly filled out and filed with the Commission before 4:30 p.m. on **Tuesday, May 16, 2023**. **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 **Thursday May 18, 2023**
Place: Cafeteria at Valley Forge High School, 9999 Independence Blvd.
Parma Hts., Ohio
Type of Exam: Multiple Choice written exam on general knowledge questions pertaining to the operation of a boiler, custodian duties and responsibilities, supervision, etc. 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 in order to be placed on the Eligible list for Assistant Custodian C4. A copy of the performance exam is attached.

MINIMUM REQUIREMENTS FOR ENTRANCE TO THE EXAMINATION

Age: Must be 21 years old.
Experience: Two years of experience in custodial or related work. Must be willing to attend or have had Satisfactorily completed the Ohio Trade and Industrial Education Service Custodial Training Program.
(See job description). Must have a high school diploma or GED.
License: **Must possess a low-pressure steam stationary boiler operator's license. (Present at time of filing application).**
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: Step 0: \$39,704.00; Step 1: \$40,770.00.
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 Boyko, Chairman
Daniel Hoffman
An Equal Opportunity Employer