

CITY OF HIGHLAND HEIGHTS
CIVIL SERVICE COMMISSION

5827 HIGHLAND ROAD • HIGHLAND HEIGHTS, OHIO 44143 • www.highlandhts.com

For additional questions and inquiries, contact the Service Department at 440-461-7266

2018 LABORER EXAM
APPLICATION BOOKLET

Written Test at the Highland Heights Community Center

Saturday, May 19, 2018

Registration 8:00 - 8:45 a.m., strictly enforced; No one admitted after 8:45 a.m.

Written test 9:00 – 11:00 a.m.

No electronic devices permitted

Application Pick-up and Filing at the Service Department:

April 16, 2018 through May 11, 2018

7:30 a.m. – 4:00 p.m., excluding weekends

Applications also available at www.highlandhts.com

The Service Department building is located behind and to the east of the Fire Department and is the easternmost building on the municipal complex.

Application Filing Deadline at the Service Department:

May 11, 2018 by 4:00 p.m.

Only the first 100 properly completed applications will be accepted.

Application may be filed by the applicant or a representative.

The Service Department building is located behind and to the east of the Fire Department and is the easternmost building on the municipal complex.



EQUAL OPPORTUNITY EMPLOYER

TABLE OF CONTENTS

| <u>Page</u> | <u>Topic</u> |
|--------------------|---|
| 1 | Filing of Application |
| 2 | Public Notice of Examination |
| 3 | Employment Opportunity Bulletin |
| 6 | Position Description |
| 8 | Authorization to Obtain Motor Vehicle Driving Record form |

The Application for Employment form may be found at the end of printed booklets distributed by the Service Department; otherwise, go to www.highlandhts.com and click on the provided links to access the Exam Application Booklet and Application for Employment forms.

FILING OF APPLICATION

FILING DEADLINE: May 11, 2018 by 4:00 p.m. at the Service Department

The Service Department building is located behind and to the east of the Fire Department and is the easternmost building on the municipal complex.

Items 1 through 6 must be submitted at time of filing the application:

1. Completed Application for Employment form
(You may keep the application booklet for future reference.)
2. Completed Authorization to Obtain Motor Vehicle Driving Record form (page 8)
3. **COLOR** copy of valid State of Ohio Class “B” CDL, or a higher certification
4. Copy of high school diploma or GED certification
5. Copy of birth certificate or U.S. Passport or U.S. Naturalization Certificate
6. \$15.00 non-refundable filing fee (cash or check payable to City of Highland Heights)

Copies of documents cannot be made at the Service Department. Original documents will not be accepted. Application may be submitted by the applicant or a representative.

PUBLIC NOTICE

2018 LABORER ENTRANCE EXAM CITY OF HIGHLAND HEIGHTS CIVIL SERVICE COMMISSION

The City of Highland Heights Civil Service Commission will conduct a competitive entrance examination for the position of full-time Laborer on Saturday, May 19, 2018 at the Highland Heights Community Center, 5827 Highland Road, Highland Heights, Ohio 44143. Registration is 8:00 a.m. to 8:45 a.m., strictly enforced. Written test is 9:00 a.m. – 11:00 a.m. A minimum score of 70% on the written test is required to be further considered for this position.

Applications to take the written test may be obtained and must be returned to the Highland Heights Service Department beginning April 16, 2018 through May 11, 2018, 7:30 a.m. to 4:00 p.m., excluding weekends. Applications may also be obtained at the City website www.highlandhts.com. The deadline to file an application is May 11, 2018 by 4:00 p.m. at the Service Department. Only the first one hundred (100) applications filed will be accepted. The earliest filed applications will take precedence in cases of tie scores. The Service Department building is located behind and to the east of the Fire Department and is the easternmost building on the municipal complex.

Applicant shall be a citizen of the United States and be at least eighteen (18) years of age on or prior to the written test. At time of filing, the applicant must submit a completed Application for Employment form, a completed Authorization to Obtain Motor Vehicle Driving Record form, a color copy of valid State of Ohio Class “B” CDL or higher certification, a copy of high school diploma or GED certification, a copy of birth certificate or U.S. Passport or U.S. Naturalization Certificate and a \$15.00 non-refundable filing fee in the form of cash or check payable to the City of Highland Heights.

Compensation: Minimum hourly rate of \$18.46

The Commission reserves the right to change the dates and locations of the tests.

EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT OPPORTUNITY BULLETIN FOR A CAREER AS A FULL-TIME LABORER

The City of Highland Heights is offering the position of full-time Laborer with interesting and varied work, opportunity for advancement, a chance for continuing education and a retirement pension. The following are minimum qualifications and special requirements that applicants for the position should possess.

MINIMUM QUALIFICATIONS

Age: Minimum eighteen (18) years of age on or prior to the date of the written test.

Citizenship: Citizen of the United States.

Medical Exam: An applicant must be in good physical condition and capable of performing all requirements of the job as described in the Position Description. An offer for position will be predicated on the successful completion of a pre-employee medical and physical evaluation as well as a DOT drug screening.

Education: High school graduate from an accredited high school as approved by the State Board of Education, or GED certification.

Driver's License: An applicant, at the time of appointment, must be a licensed Ohio driver with a good driving record and must maintain such record at all times. A "good driving record", for purposes of eligibility only, is defined as having no more than two (2), two-point moving violations or their equivalent within the previous two years. Conviction of one or more six-point moving violations, any felony traffic violation, or their equivalent, in the previous five years shall be grounds for disqualification from eligibility.

At the minimum, an applicant must possess a valid State of Ohio Class "B" CDL at the time the application is filed.

APPLICATIONS

Application Process: All applicants must thoroughly and accurately complete an application and submit required items at time of filing. Failure to complete forms accurately and file them in a timely manner will constitute grounds for automatic rejection. Failure to disclose truthful and relevant material shall constitute grounds for rejection and dismissal. Applications will not be accepted after the filing deadline. In case of tie scores, the earliest filed application will take precedence.

**Items Required
at Time of Filing:**

- 1) Completed Application for Employment form
- 2) Completed Authorization to Obtain Motor Vehicle Driving Record form
- 3) **COLOR** copy of valid State of Ohio Class “B” CDL, or a higher certification
- 4) Copy of high school diploma or GED certification
- 5) Copy of birth certificate or U.S. Passport or U.S. Naturalization Certificate
- 6) \$15.00 non-refundable filing fee (cash or check payable to City of Highland Heights)

TESTING PROCEDURES AND QUALIFICATION PROCESS

Written Test: All applicants must successfully complete a competitive written test that shall consist of general learning ability, reading comprehension and mechanical aptitude.

Grading: A minimum score of seventy percent (70%) on the written test will constitute a passing earned grade and is required to be eligible for further consideration.

Identification: Each applicant must present a photo ID and will be photographed for identification purposes at the written test.

ELIGIBILITY LIST

Eligibility List: An eligibility list will be established of the persons who earned the grade in the written test exceeding or equal to the minimum requirements established for this examination and who are otherwise eligible for appointment. Such persons shall be listed on the eligibility list in the order of their earned grades. In case of tie scores between applicants, the earliest filed application will take precedence. The eligibility list will be valid for a period of at least one year and may be extended, at the discretion of the Civil Service Commission, for one additional year.

APPOINTMENT

Appointment: Appointments will be made from the certified eligibility list. The Commission will certify up to a maximum of ten names from those standing highest on the list.

All appointments shall be made by the Mayor from the names certified. Applicants so appointed must successfully complete a probationary period of one (1) year.

Employment: At time of appointment, all Laborers Class C and above are required to have and maintain a valid State of Ohio Class "B" CDL or higher certification and a valid DOT Medical Card.

Compensation: Minimum hourly rate of \$18.46

Highland Heights is an equal opportunity employer. The City of Highland Heights does not discriminate on the basis of race, color, religion, age, sex, sexual orientation, gender identity, national origin, veteran status or disability in employment. Persons requesting an accommodation for the purposes of testing must provide seventy-two (72) hours notice to the Civil Service Commission in order to have the request considered.

POSITION DESCRIPTION
CITY OF HIGHLAND HEIGHTS
An Equal Opportunity Employer

JOB TITLE: CLASS C LABORER
DEPARTMENT: Service

Pay Grade:
Hourly [X] Salary []
Non-Exempt [X] Exempt []
Admin. [] Prof. [] Exec. []

IMMEDIATE SUPERVISOR: Service Director
POSITIONS SUPERVISED: None
CAREER LADDER OPPORTUNITY: Class CC Laborer

JOB RESPONSIBILITIES:

Under general supervision the Class C Laborer performs unskilled and semi-skilled labor and maintenance on City equipment, buildings and grounds, and roadways, catch basins and parks. The Class C Laborer shall be available to report to work at times other than the regular work schedule. May be required to carry a personal communication device.

QUALIFICATIONS:

Ability to follow written and oral instructions. Valid State of Ohio Class "B" Commercial Driver's License. An individual who poses a direct threat to the health and safety of him/herself or others in the workplace will be deemed not qualified for this position.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Department policies and procedures*
 - Highway maintenance methods, techniques and procedures*
 - Safety practices and procedures
 - Basic building and grounds maintenance
 - Equipment and supplies utilized in highway maintenance*
 - Equipment and supplies utilized in building and grounds maintenance*
 - Ability to carry out instructions in written, oral or picture form
 - Maintain good working relationship with supervisors and co-workers
 - Perform heavy physical labor for extended periods of time
 - Skills in equipment, materials and supplies used in highway, building and ground maintenance operations*
- * May be developed after employment

ILLUSTRATIVE DUTIES:

The duties listed below are intended to depict tasks performed by this classification. Employees will perform the tasks as assigned.

GROUPS MAINTENANCE:

- Operates a variety of light motorized equipment including but not limited to dump truck, tractor-mower, backhoe, seal coat distribution, leaf blower, small roller, front-end loader, jack hammer, and concrete saw as requested:

- Hauls stone, dirt, salt and other materials
- Loads materials onto trucks
- Cuts roadside grass
- Picks up leaves
- Maintains grounds of parks and grooms ball fields
- Maintains ditches and retention basins and rebuilds as necessary
- Maintains pool and pool area including painting and minor repairs
- Cuts trees and brush with chain saw, as necessary

ROADWAY MAINTENANCE

- Operates a variety of motorized equipment including but not limited to striping machine, dump truck with snow plow attachment, and tractors:
 - Plows snow from city streets
 - Spreads salt on roadways
 - Clears sidewalks of snow and other debris
 - Patches roadways with cold patch, hot patch, and liquid sealers
 - Maintains road signs and replaces as necessary

EQUIPMENT MAINTENANCE

- Performs routine maintenance and repair on equipment including but not limited to:
 - Checks fluid levels
 - Tightens bolts
 - Lubricates fittings
 - Washes and cleans equipment
 - Changes oil and filters
 - Replaces tires
 - Assists mechanic with more extensive repairs
- Reports any broken or malfunctioning equipment to the supervisor

SERVICE DEPARTMENT BUILDING MAINTENANCE

- Assists in service department duties:
 - Picks up trash
 - Sweeps and mops floors
 - Cleans restrooms
 - Paints inside and outside of buildings
 - Replaces light bulbs
 - Performs other minor repairs as needed

MISCELLANEOUS AND SPECIAL ASSIGNMENTS

- Puts up and takes down holiday decorations
- Sets up booths and decorations for Home Days
- Answers emergency calls
- Road repair
- Road sign replacement and repair
- Loose or wild animal complaints
- Attends staff meetings
- Serves on temporary committees, as requested
- Maintains and improves knowledge and skills through attendance at meetings. Training seminars, and in-service training
- Performs additional duties and assignments, as requested
- Denotes essential functions of the job

CITY OF HIGHLAND HEIGHTS
SERVICE DEPARTMENT
MEMORANDUM

AUTHORIZATION TO OBTAIN
MOTOR VEHICLE DRIVING RECORD

Name of Applicant/Employee: _____

Address: _____

City, State, Zip Code: _____

Driver's License or Social Security # _____

Consumer reports may be obtained as part of the City's evaluation of my job application/employment. The reports may be procured by The City of Highland Heights and, or it's insurance agent, Wichert Insurance Services, Inc., and may include my driving record and an assessment of my insurability under the City's insurance coverage. By signing this disclosure, I hereby authorize the City of Highland Heights and, or it's insurance agent, to procure such reports and additional reports about me from time to time, as it deems appropriate to evaluate my insurability.

Signed: _____
Signature of Applicant/Employee

Print name