

**CITY OF NORWALK**  
**SAFETY/SERVICE DEPARTMENT**

**CITY HALL**  
PO Box 30  
38 Whittlesey Avenue  
Norwalk, Ohio 44857  
(419) 663-6700  
FAX (419) 663-6788

Mayor Rob Duncan  
CITY OF NORWALK  
www.norwalkoh.com

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**INFORMATION ON  
ELECTRICIAN/EQUIPMENT OPERATOR I  
APPLICATION AND TESTING**

Norwalk Civil Service Commission is announcing open competitive examinations for the position of Electrician/Equipment Operator I in the service of the City of Norwalk, Ohio. This packet contains an application as well as information concerning the position and the test. Please read the information carefully.

The City of Norwalk will accept applications beginning June 27, 2016 for the full-time position of Electrician/Equipment Operator I at the General Services Department (fka Street Dept.). An application, job description and testing information may be picked up at Norwalk City Hall, 38 Whittlesey Avenue, Norwalk, or downloaded from [www.norwalkoh.com](http://www.norwalkoh.com). The application deadline is July 29, 2016 at 4:30 p.m. Applications must be returned to Norwalk City Hall. A non-refundable application fee of \$20 is required and must accompany the returned application.

Qualifications for this position are completion of secondary education or equivalent. State of Ohio Electrical Contractor License or equivalent electrical certification. Applicant must possess and maintain a valid State of Ohio Commercial Driver's License, Class B, with appropriate endorsements, plus must remain insurable under the City's vehicle insurance policy.

Applicants are subject to background investigations and some applicants may be disqualified from employment in accordance with the City of Norwalk Hiring Policy regarding past criminal convictions.

The general aptitude exam will be administered at 9:00 a.m. on Saturday, August 6, 2016 at Ernsthausen Community Center, in the Community Room on the 2<sup>nd</sup> floor, 100 Republic Street, Norwalk. You will need to bring a photo ID. By returning the enclosed application with the fee, you are registered to take the general aptitude exam. A score of 70% or higher is a passing score. Applicants will be notified in writing of their general aptitude examination score.

Applicants who successfully pass the general aptitude exam will be interviewed. You will be contacted by telephone to schedule your interview if you successfully pass the exam.

A candidate who passes the written examination, is an Ohio resident, and provides the DD-214 form with honorable discharge will receive an additional 20% of their score. A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level military training shall receive an additional 15% of their passing score. These additional credits will be given only if the candidate scores a 70% or higher on the written examination.

The City of Norwalk appreciates your interest in our General Services Department. If you have questions, please contact Lisa J. Hivnor at (419) 663-6700. The City of Norwalk is an Equal Opportunity Employer.



# APPLICATION FOR EMPLOYMENT CITY OF NORWALK, OHIO

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status.

*(Please Print)*

Position Applied For: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_

City & State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone Number(s) \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_

If you are under 18 years of age, can you provide required proof of your eligibility to work? \_\_\_\_\_

Yes

No

Have you ever filed an application with us before? \_\_\_\_\_

Yes

No

If yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? \_\_\_\_\_

Yes

No

If yes, state name, relationship, and department \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

Yes

No

May we contact your present employer? \_\_\_\_\_

Yes

No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. \_\_\_\_\_

Yes

No

*All applicants for employment with the City of Norwalk are hereby NOTIFIED that they may be disqualified from certain positions within the City by reason of particular criminal histories.*

*If you have questions or concerns about such disqualification, please consult the position description for the particular position or the Clerk of the Norwalk Civil Service Commission*

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

## EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

## WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number			
Starting/Present Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

Comments: Include explanation of any gaps in employment.

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Describe any specialized training, apprenticeship, skills and extra-curricular activities.

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List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

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**ADDITIONAL INFORMATION**

Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience.

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**SPECIALIZED SKILLS**

List skills/equipment operated

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**PERSONAL/PROFESSIONAL REFERENCES** *Do not include family members.*

Name	Phone Number	Best Time to Call	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize the City of Norwalk to inquire into and obtain records concerning my past and current employment, personal references, education, credit, criminal or civil actions and any leads developed regarding suitability for employment. This release is executed with the full knowledge and understanding that this information is for the use by the City of Norwalk as part of an official background or criminal investigation and that any information obtained may be released to third parties as may be necessary in fulfilling employment or legal responsibilities.

I hold this consent as exonerating from all liability, both criminal and civil, the City of Norwalk and anyone contact by the City of Norwalk to provide the above described records from any and all liability for damages of any kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization or any attempt to comply with it.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

(optional) SSN: \_\_\_\_\_

I certify that on \_\_\_\_\_ I witnessed the above signature.

Witness: \_\_\_\_\_

**Print Form**

**CITY OF NORWALK**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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**Position Title:** ELECTRICIAN / EQUIPMENT OPERATOR I  
**Classification Specification:** 30104 Electrician

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<b>Office/Division:</b>	General Services	<b>Employment Status:</b>	Full-Time
<b>Reports To:</b>	Assistant Superintendents	<b>Civil Service Status:</b>	Classified
		<b>FLSA Status:</b>	Non-exempt

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**QUALIFICATIONS**

1. completion of secondary education or equivalent
2. State of Ohio Electrical Contractor License or equivalent electrical certification

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Must maintain status as a State Licensed Electrical Contractor.

Must possess and maintain a valid State of Ohio Commercial Driver's license (CDL) and appropriate endorsements plus must remain insurable under the City's vehicle insurance policy.

**MINIMUM ACCEPTABLE CHARACTERISTICS (\* Indicates developed after employment)**

**Knowledge of:**

1. national electrical code
2. safety practices and procedures
3. electrical materials and specifications
4. inventory control
5. traffic laws governing motorized equipment operation

**Ability to:**

1. collect, analyze and interpret data
2. prepare and maintain accurate documentation
3. read and interpret schematic drawings and other symbolic instructions
4. communicate effectively
5. evaluate the work of others relative to established standards
6. gain access to work locations
7. develop and maintain working relationships with associates, contractors and the general public

**Skill in:**

1. estimating quantities and pricing for electrical projects
2. use of tools and instruments utilized in electrical repairs and installation

**ESSENTIAL FUNCTIONS OF THE POSITION** For purposes of 42 USC 12101:

1. Oversees the work of electrical contractors on City properties to ensure conformance with established City performance standards and preferences. Reviews plans updating or modifying street lighting, traffic intersection signals, traffic controllers, pedestrian signals, school flashers, park lighting, City facility lighting.

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**Position Title:        ELECTRICIAN**

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2. Performs emergency and scheduled electrical maintenance and repair work on city-owned structures, units, equipment or components, water and wastewater treatment plants, buildings, traffic equipment, security lighting; installs new systems in city equipment and structures. Acts as consultant for all City departments looking to upgrade electrical service, lighting, pumps, controllers, motors or other electrical devices.
3. Maintains supply inventory and purchases electrical parts and equipment.
4. Operates aerial truck in order to repair traffic and lighting devices, trim trees, and provide assistance to other city departments.
5. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES**

1. Attends schools, seminars and other related training sessions to update skills and remain abreast of developments or innovations in the field.
2. Performs other duties as assigned.

**EQUIPMENT OPERATED**

1. heavy and light motorized equipment
2. hand and power tools
3. electrical testing equipment
4. aerial truck
5. dump truck
6. snow plow

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

1. noisy operations or activities
2. compressed gases (including acetylene)
3. flammable and combustible liquids
4. dip tanks containing flammable or combustible liquids
5. personal protective equipment (gloves, chaps, back support)
6. confined spaces
7. handling of materials and supplies
8. hand and portable powered tools
9. portable jacks
10. air contaminants
11. hazardous chemicals
12. trenching and shoring activities
13. construction type equipment
14. construction activity
15. exposure to adverse weather conditions
16. exposure to traffic, dust, dirt, and odors
17. exposure to hazardous driving conditions
18. exposure to potentially dangerous situations

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

Work Session: _____	Tabled: _____	
First Reading: _____	Referred: _____	
Second Reading: _____	Adopted: _____	Defeated: _____

**CITY OF NORWALK  
ORDINANCE NO. 2016 - 027**

**AN ORDINANCE AMENDING ORDINANCE NO. 2015-055 PERTAINING  
TO THE COMPENSATION OF NON-MANAGEMENT EMPLOYEES**

Being duly authorized by the Charter of the City of Norwalk, the **Mayor** of the City of Norwalk, on behalf of the **Finance Director**, does hereby respectfully propose the following legislation:

**WHEREAS**, Ordinance No. 2015-055 sets the compensation for non-management employees of the City of Norwalk, Ohio, for the years 2016, 2017 and 2018; and

**WHEREAS**, due to changes in job classifications and duties it is necessary to make modifications to Ordinance No. 2015-055:

**THEREFORE BE IT ORDAINED**, by the Council of the City of Norwalk, Huron County, Ohio, as follows:

Section 1: That Section 4 of Ordinance No. 15-055 is hereby **amended** to read as follows:

Section 4: That the compensation for **Electrician/Equipment Operator I, Assistant Electrician/Equipment Operator I** Equipment Operator 1, Equipment Operator 2 and Mechanic is hereby set as follows:

<u>Class</u>	<u>Hourly 2016</u>	<u>Hourly 2017</u>	<u>Hourly 2018</u>
1	25.12	25.63	26.39
2	24.04	24.52	25.26
3	23.31	23.77	24.49
4	22.49	22.94	23.63
5	21.74	22.17	22.84
6	21.33	21.75	22.41
7	20.52	20.93	21.56

**WHEREFORE**, this Ordinance will be in full force and effect from and after the earliest period allowed by law.

**ATTESTATION:**

*It is hereby attested and affirmed that the foregoing Ordinance received the necessary affirmative roll call votes required for passage **on this 17th day of May, 2016.***

\_\_\_\_\_  
President of Council

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Clerk of Council

**ORDINANCE APPROVED:**

\_\_\_\_\_  
ROBERT L. DUNCAN, Mayor

\_\_\_\_\_  
Date

*COPY*