

City of Norwalk
SAFETY/SERVICE DEPARTMENT

DANIEL D. WENDT
Safety Service Director
safetyservice@norwalkoh.com

INFORMATION ON MECHANIC APPLICATION AND TESTING

Norwalk Civil Service Commission is announcing open competitive examinations for the position of Mechanic 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 November 7, 2016 for the full-time position of Mechanic 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. The application deadline is December 6, 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 the position are completion of secondary education or equivalent and either of the following: completion of automotive repair or trade school; or three years' experience as a skilled automotive mechanic or equivalent. Applicant must possess a valid State of Ohio CDL with appropriate endorsements and remain insurable under City's insurance policy. Must obtain all ASE Medium-Heavy Truck Certifications (T1-T8 Series Tests) within one year of hire.

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.

A general aptitude exam will be administered at 6:00 p.m. on Thursday, December 8, 2016 at Norwalk Police Dept. Training Room, 37 N. Linwood Ave., 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. (*If you do not meet the qualifications for the position, the Civil Service Commission clerk will contact you to inform you that you cannot take the 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?
If yes, give date _____

Yes No

Do any of your friends or relatives, other than spouse, work here?
If yes, state name, relationship, and department _____

Yes No

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.

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

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.

ADDITIONAL INFORMATION

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

SPECIALIZED SKILLS

List skills/equipment operated

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

Position Title: MECHANIC
Classification Specification: 30103 Mechanic

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

QUALIFICATIONS

1. completion of secondary education or equivalent and either of the following:
 - a. completion of automotive repair or trade school; or
 - b. three (3) years of experience as a skilled automotive mechanic or equivalent

LICENSURE OR CERTIFICATION REQUIREMENTS (* Indicates developed after employment)

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

Must obtain all ASE Medium-Heavy Truck Certifications (T1 – T8 Series Tests) within one (1) year of hire. *

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment)

Knowledge of:

1. standard practices, tools and equipment used in maintenance and repair of automotive equipment
2. safety practices and procedures
3. welding equipment techniques, procedures and supplies
4. traffic laws governing motorized equipment operation
5. water and sewer line maintenance and repair procedures, tools and equipment*

Ability to:

1. diagnose existing and potential equipment malfunctions
2. develop and maintain effective working relationships with associates and supervisors
3. perform heavy labor for extended periods of time under possible adverse conditions
4. prepare accurate documentation

Skill in:

1. operation of standard mechanic's tools and equipment
2. operation of motorized equipment
3. operation of welding equipment
4. operation of snow plow
5. operation of scan tools, lap tops and diagnostic equipment to enter and retrieve data from electronic control systems; be able to read and interpret diagrams and wiring schematics.

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

1. Performs major repairs on trucks, front-end-loaders, graders and other related city-owned equipment, performs major overhauls of gasoline &/or diesel engines and transmissions; welds broken equipment.
2. Inspects and performs preventative and service maintenance on city owned equipment (e.g., electrical

Position Title: MECHANIC

- systems, alternators, injectors, water/fuel pumps, clutches, exhaust, brake and hydraulic systems.)
3. Repair or fabricates worn parts or components.
 4. Demonstrates regular and predictable attendance.
 5. Maintains required licensure and certification.

OTHER DUTIES AND RESPONSIBILITIES

1. Operates motorized equipment as needed.
2. Operates equipment and performs unskilled, semi-skilled and skilled tasks in order to assist with the repair of water and sewer lines
3. Prepares and maintains equipment maintenance reports, gas and oil reports and other related documentation.
4. Performs other duties as assigned.

EQUIPMENT OPERATED

1. light and heavy motorized equipment
2. hand and power tools

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.

Section 3: That the compensation for City Electrician 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	21.33	21.75	22.41
3	20.52	20.93	21.56
4	19.78	20.17	20.78
5	18.44	18.81	19.37

Section 4: That the compensation for 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

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Section 5: That the compensation for Water Meter Reader is hereby set as follows:

<u>Class</u>	<u>Hourly 2016</u>	<u>Hourly 2017</u>	<u>Hourly 2018</u>
1	21.94	22.38	23.05
2	21.36	21.79	22.44
3	20.82	21.23	21.87
4	20.48	20.89	21.52
5	19.58	19.98	20.57

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Section 6 That the compensation for Water Treatment Plant Operator, Wastewater Treatment Plant Operator, and Maintenance Mechanic is hereby set as follows:

<u>OEPA Treatment Certification</u>	<u>Bi-Weekly 2016</u>	<u>Bi-Weekly 2017</u>	<u>Bi-Weekly 2018</u>
Operator 3 with Dual 3	2,068	2,109	2,172
Operator 3 with Alt Lic	2,052	2,093	2,156
Operator with Class 3	2,037	2,078	2,140
Operator 2 with Alt Lic	2,018	2,058	2,120
Operator with Class 2	1,998	2,038	2,099
Operator 1 with Alt Lic	1,964	2,003	2,063
Operator with Class 1	1,930	1,968	2,027
Operator with Alt Lic	1,896	1,934	1,992
Operator	1,864	1,901	1,958