

Mount Vernon Municipal Civil Service Commission
Room 203, 40 Public Square
Mount Vernon, Ohio, 43050

Open Examination for Plant Maintenance Mechanic

Date & Time: Tuesday, April 24, 2018 at 6:30 PM

Examination Site: Knox County Career Center Cafeteria **PLEASE COME TO THE SIDE DOOR OF THE RIVER ROOM!** Please be there @6:15pm for check in. Valid picture ID is required. (Current driver's license is acceptable)

Applications Available: Office of the Safety Service Director (Rm. 206) or Civil Service Office (Rm. 203), 40 Public Square, Mount Vernon, Ohio, or Opportunity Knox, 17604 Coshocton Rd., Mt. Vernon, Ohio. Applications can also be printed from the city website at: www.mountvernonohio.org and brought in or mailed.

Application Deadline: **Thurs. 4/19/18 at 1pm (No exceptions-this includes all mailings!)**

The City of Mount Vernon will conduct an examination on Tues. 4/24/18 at 6:30 PM for the position of "Plant Maintenance Mechanic". An application and job description for this position may be obtained from sites mentioned above. Applications may be mailed to the address listed on the heading of this notice OR preferably brought to or placed in the mail slot of Room 203, which is on the second floor of Mount Vernon City Hall, 40 Public Square, Mount Vernon, Ohio. **PLEASE NOTE--** Applications will **not** be accepted at the office of the Safety Service Director.

***** Applications will not be accepted after the deadline noted above. A filing fee of \$5.00 must be paid by cash, check or money order with the applications. Checks/Money orders should be made out to the "City of Mount Vernon". The application and filing fee must have been received by the Civil Service Office prior to the deadline in order to be admitted to the exam. *****

Those individuals desiring the 20% credit for their Active Duty Military Service, **must file WITH the application a copy of their DD214 indicating an HONORABLE discharge. (Ohio National Guard service IS accepted for this with verification of ACTIVE DUTY participation.)** As of Sept. 2012, any military reserve member (in good standing) will also receive credit of 15% of their test grade with proper verification. Candidates must achieve a passing score of 70% to receive this credit.

General test information: The exam will consist of **110** multiple choice and short-answer questions covering the following areas: Water Plant Operation & Pump Maintenance, Mechanical Concepts & Aptitude, General Math & Electricity, Safety on the Job, Practicum Log/monitoring of information & Ladder logic/Programmable Logic Controllers. Two and a half hours will be allowed for the exam and a passing score will be 77 correct answers.

The eligibility list developed as a result of this exam will remain in effect for one year.

EOE: The City of Mount Vernon and the Mount Vernon Civil Service Commission does not discriminate on the basis of Race, Religion, Color, Sex or Disability. **(Note: This position will require strenuous physical labor.)**

Scheduled compensation for 2018*: \$21.87 per hour.* (2017 scale—2018 scale to be determined by new contract)

Duties: See attached job description for Maintenance Worker.

If you have any questions please call 740-392-0775 and leave a message. Thank you!

Tony De Iuliis, Civil Service Merit Administrator

Posted: March 26, 2018

Job Description:	PLANT MAINTENANCE MECHANIC	Job Number 133
FLSA Status:	Non-Exempt / Classified	Revised Jul-2003
Reports to:	Administrator of Water/Wastewater Treatment and Distribution	Revised Apr-28-2004 Revised Nov-19-2009

The purpose of this position is to assure that the City's water, wastewater, distribution and collection systems operate safely and efficiently by installing, maintaining, troubleshooting, and repairing mechanical, electrical, electronic, and hydraulic equipment used in the utility plants, lift stations, and pumping stations.

Essential Functions:

1. Installs and repairs pumps, motors, valves, compressors, emergency generating equipment, and sewage tank conveyor chains.
2. Confers with operators and observes, tests, and evaluates operation of machinery and equipment to diagnose cause of malfunction.
3. Disassembles machinery and equipment to remove parts and make repairs; examines parts for defects, such as breakage or excessive wear.
4. Repairs, replaces, adjusts, and aligns components of machinery and equipment.
5. Repairs and replaces electrical wiring and components of machinery and electronic controls. May also install conduit and electrical outlets.
6. Maintains and repairs air-handling equipment; installs hot water and sewage lines; repacks valves; aligns motors to pumps, fans; replaces cable on hoists; repairs and replaces conveyor belts; and welds and fabricates replacement parts as needed.
7. Test-runs installed or repaired machinery and equipment to verify adequacy of work.
8. Cleans and lubricates tools, parts, equipment, and machinery.
9. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
10. May require the performance of other essential functions depending upon work location or assignment.

Required Knowledge, Skills and Abilities:

- a. Knowledge of:
 1. Basic literacy and math
 2. Safety practices in the operation of electrical and mechanical equipment
 3. Machines and tools, including their designs, uses, repair, and maintenance
 4. Circuit boards, processors, and electronic equipment

- b. Skilled in:
 1. Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
 2. Repairing machines or systems using the needed tools.
 3. Installing equipment, machines, wiring, or programs to meet specifications.
 4. Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
 5. Understanding ladder logic and programmable logic controllers (PLCs).

- c. Ability to:
1. Observe or monitor data, machinery, and equipment to determine compliance with prescribed operating or safety standards.
 2. Make precisely coordinated movements of the fingers to grasp, manipulate, or assemble very small objects.
 3. Monitor and make adjustments to Windows-based computer programs.
 4. Tell when something is wrong or is likely to go wrong.
 5. Detect or tell the difference between sounds that vary in pitch and loudness.
 6. Apply general rules to specific problems to produce answers that make sense.
 7. See details at close range (within a few feet of the observer).
 8. Quickly and repeatedly adjust the controls of a machine to exact positions.
 9. Understand and follow oral and written instructions in the English language.
 10. Work cooperatively with other City employees.
 11. Work safely without presenting a direct threat to self or others and comply with OSHA regulations.
 12. Perform the physical requirements of the job: standing, climbing stairs, walking, bending, twisting, stooping, lifting and carrying over 50 pounds, and keyboarding.
 13. Satisfactorily pass a pre-employment and random drug screen.
 14. Satisfactorily pass a pre-employment physical examination.

Acceptable Education, Training and Experience: A minimum of two years' of experience in mechanical and electrical machinery maintenance. Valid Ohio driver's license or the ability to obtain one within the probationary period. Other combinations of experience and education which meet the minimum requirements may be substituted.

Job Setting: The duties of this position will be performed within and around the Water Plant, Wastewater Plant, lift stations, and booster stations. The incumbent may encounter any type of environmental conditions while outside the buildings. The incumbent will be expected to work alone, around others, under stress, under minimal supervision, and under deadlines.

Career Progression	
<i>From:</i> Water or Wastewater Plant Operator	<i>To:</i> None

It is the intent of the City of Mount Vernon to be as consistent as is possible on all job descriptions on all comparable jobs, while recognizing that each position has duties and responsibilities specific to each department.



The City of Mount Vernon, Ohio
 40 Public Square
 Mount Vernon, OH 43050

MUNICIPAL CIVIL SERVICE COMMISSION
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Please print all information

Page 1

Position Applied For:		Department:		Date:	
Last Name:	First Name:	Middle Name:			
Date of Birth (If applying for Fire or Police Depts.)			Social Security No:		
Address	Number and Street	City		State	ZIP
Telephone: Cell:		Daytime		Evening	
e-mail:					
For checking prior records, provide other name(s) under which you are known:					

You are available to work Full-Time Part-Time Temporary Date you can begin work _____

Are you currently employed? Yes No May we contact your present employer? Yes No

Are you 18 years or older? Yes No Are you legally eligible for employment in the U.S.? Yes No

Have you previously taken a Civil Service Test? Yes No If yes, when? _____ Test? _____

Will you need an accommodation to take a Civil Service Test?.. Yes No If yes, specify _____

Have you ever applied to work for the City before?..... Yes No If yes, when? _____

Have you ever held a Civil Service position? Yes No If yes, with whom? _____ When? _____

Why did you leave? _____

Is there anything to prevent you from being at work on time and every day? Yes No If yes, explain _____

Are you able to perform the required duties of the specific job for which you are applying with or without accommodation? Yes No If no, explain _____

Do you have any relatives currently employed here?..... Yes No If yes, who? _____

EDUCATION Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

SCHOOLS	NAME OF SCHOOL / ADDRESS	MAJOR / SUBJECTS STUDIED	DIPLOMA / DEGREE	GRADUATE?
High School:				<input type="checkbox"/> Yes <input type="checkbox"/> No
College:				<input type="checkbox"/> Yes <input type="checkbox"/> No
Trade, Business or Correspondence:				<input type="checkbox"/> Yes <input type="checkbox"/> No
Other:				<input type="checkbox"/> Yes <input type="checkbox"/> No

Are you now attending school? Yes No Full-Time Part-Time What courses? _____

Describe any specialized training you have completed:

Level of educational achievement will be considered only to the extent that it is job related.

MILITARY

Have you ever been in the **active** U.S. Armed Services? Yes No If yes, what branch? _____ Dates _____

Discharged? Yes No Are you applying for military credit? Yes No If yes, please file a copy of your discharge/release with this application.

Are you or have you ever been in the U.S. **Reserves**? Yes No If yes, what branch? _____ Dates _____
 (Reserve duty is not eligible for military credit)

**The City of Mount Vernon, Ohio
MUNICIPAL CIVIL SERVICE COMMISSION APPLICATION FOR EMPLOYMENT**

Please print all information

EMPLOYMENT HISTORY

NAME & ADDRESS OF COMPANY AND TYPE OF BUSINESS	FROM	TO	DESCRIBE THE WORK YOU DID AND YOUR TITLE	WEEKLY START SALARY	WEEKLY END SALARY	REASON FOR LEAVING	NAME, TITLE & PHONE # OF YOUR SUPERVISOR
	MO - YR	MO - YR					

REFERENCES List below the names of three persons not related to you who can attest to your work ability.

NAME AND BUSINESS	ADDRESS	DAYTIME PHONE	YEARS KNOWN
		()	
		()	
		()	

APPLICANT'S STATEMENT Please read carefully before signing.

I certify that the facts contained in this application are true and complete to the best of my knowledge. Should The City of Mount Vernon employ me, any false or misleading information on my application or related papers or during any oral interviews will result in my employment being immediately terminated.

I authorize investigation of all statements contained in this application and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, to arrive at an employment decision. I hereby release The City and any former employer and any third party from any liability whatsoever that may be imposed as a result of the release of such information. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

If separated from employment from The City of Mount Vernon for any reason, I authorize The City to furnish any information related to my employment to any employment reference and release from liability The City and/or any person giving or receiving any such information.

I understand that a background check may be required prior to employment and that, in accordance with the Drug-Free Workplace Program, pre-employment drug and alcohol testing will be required.

I understand that I am required to abide by all rules and regulations of The City of Mount Vernon. I have read, understand and agree to the above.

Signature of Applicant

Date

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, citizenship, age, marital or veteran status, or the presence of a non-job-related medical disability or handicap.

DO NOT WRITE BELOW THIS LINE

Date Application Received ____ / ____ / 20____		Time Received ____ : ____ a.m. / p.m.		Payment <input type="checkbox"/> Yes <input type="checkbox"/> No Amount \$ _____		Initials	
Hired <input type="checkbox"/> Yes <input type="checkbox"/> No		For Dept.		Position		Start Date	
Approved:		_____		_____		_____	
Department Head		Safety - Service Director					