

Date/Time Stamp goes here:

City of Norton Civil Service Commission



Examination Application

“MECHANIC”
“2018”

Rank

TO BE COMPLETED BY THE CIVIL SERVICE COMMISSION

Grade Attained: _____
Veterans' Credit _____
CDL-A Credit: _____
CLD-B Credit: _____
Residence Credit _____
Total Grade _____

Remarks: _____

APPLICANT SIGNATURE AND NOTARY INFORMATION

I have here unto subscribed by my hand, this ____ day of _____ 2018, at
_____, _____ county, State of Ohio, being
first duly sworn, on his/her oath states that the statements made and subscribed by
him/her in the foregoing application are true.

Applicant's Signature _____

Subscribed in my presence by the said affiant and by him/her sworn to before me this
_____ day of _____, A.D. 2018

Signature of Official _____

Official Title _____

Seal

HAVE YOU ENCLOSED THE FOLLOWING?

Failure to provide the following paperwork (if applicable) will be grounds for disqualification to sit for the test.

- A copy of your DD214, (if you are a veteran).
- A copy of your Driver's License
- Your Notarized Residence Credit Form (if applicable)
- Did you have your Application information notarized?
- Have you placed your application back into the envelope (provided)?

Please make all copies needed prior to submitting your application. Copying services will not be provided. No phone calls please. Please direct any questions to sszittai@cityonforton.org

**CITY OF NORTON - CIVIL SERVICE COMMISSION
APPLICATION QUESTIONNAIRE**

Please complete and return this "Application Questionnaire" along with you city application.

Mechanic

Name: _____ Date: _____

Phone #: _____ Last 4 digits of your SS#: _____

(Please answer accordingly:)

1. Where did you hear about this job offer? _____

2. Do you have a high school diploma or GED? Y N

3. Do you qualify for Veteran's Credit? 2 Points Y N

If yes, have you enclosed a copy of your discharge papers?(DD214) Y N

4. Do you have a valid & acceptable CDL-B driver's license? Y N

If yes, have you enclosed a copy of your CLD-B 2 Points Y N

5. Do you have a valid & acceptable CDL-A Driver's license?

If yes, have you enclosed a copy of your CLD-A 3 Points Y N

6. Do you qualify for Residence Credit? 1 Point Y N

If yes, please provide one of the following:

Most recent utility bill with your name on it

Most recent rental payment receipt with your name on it

Most recent mortgage payment receipt with your name on it

7. Did you include the signed Notary pages? Y N

Signature of Applicant

Date Signed



City of Norton

4060 Columbia Woods Drive
Norton, Ohio 44203

Offices: 330-825-7815 FAX (330) 825-3104
Website: www.cityofnorton.org

APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, sexual orientation, religion, gender, national origin, age, marital or veteran status, the presence of the non-job-related medical condition or disability or any other legally protected status.

Position Applying For: _____ Date: _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Numbers		Work	Cell	E-Mail	
Home					

Please use a blank sheet of paper for additional information that does not fit within this form.

Are you legally eligible for employment within the USA? Yes No
 Have you ever been employed with the City of Norton before? Yes No
 If "Yes", give dates: _____
 Are you age 18 or over? Yes No
 Type of employment desired: Full Time Part Time Seasonal
 On what date would be available for work? _____
 Do you currently possess a valid Ohio Driver's License? Yes No
 If "Yes", Driver's License number must be given when driving may be required in the position for which you are applying: _____ State: _____

Note: Answering "Yes" to the following questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs of abuse? Yes No
 If "Yes", please explain: _____

Note that the City of Norton may conduct a criminal background check for certain positions as permitted by law and that Ohio and federal law may disqualify an individual with a criminal history from employment as to certain positions.

The City of Norton is an Equal Opportunity Employer

Educational Background

List your High School/GED and any Undergraduate/Graduate/Professional schools attended:

School (include City & State)	Years Completed	Degree (type)	GPA/Rank	Major/Minor

(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)

Describe any specialized training; skills; licenses; certificates; business or civic activities; honors you have received; and any additional information you believe may be helpful to us in considering your application:

Employment Experience

Starting with your present or most recent employer, provide the following information:

May we contact: Your present employer? Yes No - Your past employers? Yes No

1. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving
2. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving
3. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving
4. Employer/Company	Telephone #	Dates Employed
Position Held	Salary	Reason for Leaving

Military

Have you served in any branch of the US Military? Yes No

If "Yes", give service name and dates of service: _____

Were you honorably discharged? Yes No

References

List three (3) **business/work-related references**, not related to you, preferably in a supervisory role. If not applicable, list three school/personal references that are *not* related to you:

Name	Title	Relationship	Telephone #	Yrs. Known
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List any relative(s) presently employed by the City of Norton and state how you are related: _____

Applicant's Statement

I hereby certify that I have read and fully understand the questions asked in this application and I certify that all answers given by me are true, complete and correct. I also understand the omission and/or misrepresentation of any fact made on this application or that I have stated in any interview will be cause for immediate dismissal.

I expressly authorize, without reservation, the City of Norton, its representatives, employees or agents to verify the accuracy of all information provided by me. I hereby waive any and all rights and claims I may have for the City to seek, gather and use truthful and non-defamatory information, in a lawful manner, in the employment process and for anyone furnishing such information about me.

I understand that the City of Norton does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If hired, I agree to abide by all of the City of Norton rules and regulations. I understand that, if employed, I may resign at any time, with or without cause and with or without prior notice, except when required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that this application shall remain on-file for ONE YEAR after submittal to the City of Norton. At the conclusion of that time, if I have not heard from the City and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT'S STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant's Statement.

Signature of Applicant: _____ Date: _____

The City of Norton is an Equal Opportunity Employer

Revised 3/24/16

APPLICANT SIGNATURE AND NOTARY INFORMATION

I have here unto subscribed by my hand, this ____ day of _____ 2018, at
_____, _____ county, State of Ohio, being
first duly sworn, on his/her oath states that the statements made and subscribed by
him/her in the foregoing application are true.

Applicant's Signature _____

Subscribed in my presence by the said affiant and by him/her sworn to before me this
_____ day of _____, A.D. 2018

Signature of Official _____

Official Title _____

Seal

**THE CITY OF NORTON
"RESIDENCE CREDIT" FORM**

I, _____ am currently and have been residing within the corporate limits of the City of Norton for at least one (1) year immediately prior to the examination for "Laborer" position.

Signature

Date

Sworn to and subscribed before me this _____ day of _____ 2018
in the County of Summit and the State of Ohio.

Signature of Notary

Date

My commission expires: _____

(SEAL)

NCSC/jkb

Posting

CIVIL SERVICE NOTICE

November 26, 2018

Notice is hereby given that the Norton Civil Service Commission will accept applications for the following position:

Service Department Mechanic

Pay Scale: Entry level hourly wage AFSCME union contract

Probationary Period: Per AFSCME union contract

Application: Applications may be obtained from the Website (cityofnorton.org) or at the Administration Office, at the City Administration Building, 4060 Columbia Woods Drive, Norton, Ohio 44203, between the hours of 8:00 a.m. and 4:30 p.m. M-F.

Deadline: Application packets must be returned or emailed to (adminasst@cityofnorton.org) **with all accompanying documentation for extra credit** to the City of Norton Safety Administration Building, 4060 Columbia Woods Drive, Norton, Ohio 44203. **First review of applications will be December 14th, 2018. Applications will be received until the position is filled.**

Please see job description (included) for Essential Duties, Qualifications, Work Environment, and Requirements.

Letter of Consideration: Please include your resume along with a cover letter **with your application** for this position.

No Veteran's Credit shall be added to an applicant's examination grade unless applicant achieves at least the minimum passing grade of 70% on the Exam, without counting such extra credit.

The City of Norton is an Equal Opportunity Employer. No applicant shall be discriminated against on the basis of race, religion, color, creed, national origin, disability, age, or sex.

The Appointing Authority may require that the qualifying candidates to complete a comprehensive medical-physical/drug, vision-hearing, polygraph and/or psychological examination prior to selection.

*Extra credit shall ONLY be added to an Applicant's examination grade after the Applicant achieves at least the minimum passing grade of 70 on the written examination. (ORC 124.31)

AB/JD/PD

NORTON CIVIL SERVICE COMMISSION

MECHANIC***CLASSIFIED – UNION**

The Mechanic repairs and overhauls automobiles, trucks, tractors, and heavy equipment by performing the following duties. There are limited supervisory duties with this position. Work is usually performed under supervision of the Superintendent of Public Service.

ESSENTIAL DUTIES AND RESPONSIBILITIES – The duties of an employee in this position include, but is not limited to the following duties; scheduling and tracking on computer software all City owned equipment for the preventive and predictive maintenance of such equipment, to include the recommendation and reorder of supplies such as filters, fluids, hosing, etc. Examines equipment and discusses with operators the extent of damage or malfunction; plans work procedure; raises equipment, with hydraulic jack or hoist, to gain access to mechanical units bolted to underside of equipment; removes engines, transmissions, or differentials; disassembles and inspects parts for wear; repairs or replaces parts such as pistons, rods, gears, valves, and bearings; overhauls or replaces carburetors, blowers, generators, distributors, starters, and pumps; rebuilds parts such as rewires ignition system, lights, and instrument panel; realigns and adjusts brakes, repairs or replaces shock absorbers; must be familiar with the operations and repair of hydraulic systems; mounts, dismounts and spin balances tires and solders leaks in radiators; mends damaged body and fenders by hammering out or filling in dents and welding broken parts; and replaces and adjusts headlights, and installs and repairs accessories such as radios, heaters, mirrors, and windshield wipers. Be able to perform small engine repair such as mowers, weed eaters and chainsaws. A Mechanic may also perform assigned Laborer duties and performs other related work as required. A Mechanic may be required to perform unspecified work as deemed necessary and proper by the Superintendent of Public Service.

QUALIFICATIONS – In order to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job: the employee is regularly required to stand, walk, use hands to finger, handle or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear; the employee is occasionally required to sit, climb or balance, and taste or smell; the employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds; and specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job: the employee is frequently exposed to moving mechanical parts and fumes or airborne particles; the employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, risk of electrical shock, and vibration; and the noise level in the work environment is usually moderate.

REQUIREMENTS – The Mechanic must possess the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; the ability to write routine reports, correspondence and track maintenance records through computer software; the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; the ability to compute rate, ratio, and percent; the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. ASE Certification (Automotive Service Excellence) is preferred. A minimum 5 years experience

* CSC Update: 1/25/17

as Auto/Truck mechanic is required. This classification requires the use of a personal or City vehicle while conducting City business. Individuals must be physically capable of operating the vehicle in a safe manner and must possess and maintain a valid Ohio Commercial Driver's License (Class A preferred, Class B required) and an acceptable driving record. Performs work requiring good physical condition. The probationary period is six months for entry level employees. The probationary period for a promotion is three months. Physical, polygraph, psychological and other examinations may be required prior to appointment.