

# 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](http://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](mailto: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 14<sup>th</sup>, 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