

ENTRANCE EXAMINATION

VERMILION (OHIO) CIVIL SERVICE COMMISSION will conduct written entrance Examination for full-time Local 860 maintenance mechanic position within the SERVICES [Utilities/Streets] DEPARTMENT. Applicants must possess HS diploma or GED and valid govt issued photo ID Card. With a minimum passing grade of 70%, extra credit may be awarded for prior qualifying Military service [DD214 or equiv] or post-secondary degree [diploma or transcript copy] *provided that such valid written proof is filed with Application*. Maximum extra credit awarded is 20%.

Applications: Available during business hours at Vermilion Mayor's Office, 5511 Liberty Ave, Vermilion or online at www.vermilion.net (City Forms). Completed *signed* Applications with all documentation attached and a non-refundable \$25 Processing Fee (*money orders only* payable to City of Vermilion) **must be mailed** via US Postal Service with sufficient postage and postmarked by 11/7/2018. *No exceptions*. **MAIL TO**: Vermilion Civil Service Commission, SERVICES EXAM, 5511 Liberty Avenue, Vermilion, OH 44089.

Examination: Saturday, November 17, 2018 promptly at 9:00AM at AMVETS Post 22, 1517 State Rte. 60, Vermilion, OH. Show valid govt-issued photo ID card at door to gain admittance. No documents accepted at exam site; no calculators, cell phones, or smoking permitted.

Additional requirements depending on Departmental vacancy include: an ability to obtain a Class B Commercial Driver's License [CDL]; knowledge of construction and maintenance methods; ability to safely operate, maintain and service light motorized equipment; able to lift, stoop, bend, reach overhead and horizontally, climb, and maintain balance; ability to accurately read and write numbers from various types of mechanical devices; walking endurance; and ability to interact with coworkers and public.

VERMILION CIVIL SERVICE COMMISSION 10/23/2018

Public Notices	Vermilion Photojournal	10/25/18 & 11/1/18
	The Press	10/31/18
	Vermilion Police Department/City Facebook page & www.vermilion.net	Publish 10/25/18 – 11/7/18

Bulletin Boards: Local 680/Municipal Bldgs, inc. Council/Court/Police Station
(Steward/Clerks please post at locations)

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CITY OF VERMILION

5511 Liberty Avenue
Vermilion, Ohio 44089
(440) 204-2400

APPLICATION FOR EMPLOYMENT

CITY OF VERMILION is an **Equal Opportunity Employer** and complies with Federal and State equal employment opportunity laws. Qualified applicants are considered for all positions without regard to race, color, religion, gender, national origin, age, marital status, military status, disability or any other protected basis.

Please print all answers. INFORMATION MUST BE TYPED OR FILLED OUT IN INK. This application will not be considered unless fully completed and signed.

PERSONAL INFORMATION

Name (Last Name, First Name, Middle Initial)		Date: _____
		Date you can start: _____
Current Home Address:	Street	City, State, Zip Code
How long at current address?	Email Address:	
If less than 5 years at this address, provide all addresses for past five years:		
<u>Street</u>		<u>City, State, Zip Code</u>

Telephone Number:	Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If No, state your age: _____. (Employment may be subject to minimum legal age verification.)	
Have you ever worked or applied for work with the City of Vermillion before?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details, including original date of employment and reason for leaving.		

Can you, upon employment submit documented verification of your legal right to work in the United States and documentation verifying your identity? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Only U.S. citizens or individuals lawfully authorized to work in the United States are eligible for employment.		

How did you learn of this position?

EMPLOYMENT INTERESTS/ SKILLS

Position for which you are applying (Please be specific)	Date available for work:	
	Full Time <input type="checkbox"/>	Regular <input type="checkbox"/>
	Part Time <input type="checkbox"/>	Temporary <input type="checkbox"/>
Are there any hours, shifts or days you cannot or will not work? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, indicate the hours, shifts or days you cannot or will not work: _____		
Will you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Certain positions within the City may require use of a car or other motor vehicle. Answer the following questions only if use of a vehicle is required in the job for which you are applying.		
	Yes	No
A. Do you have or can you get a valid driver's license?	<input type="checkbox"/>	<input type="checkbox"/>
B. Do you have access to a car or other motorized vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
C. Do you have or can you get liability insurance on such a vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
Your driving record will be checked if you are required to drive as part of your job		

SPECIALIZED SKILLS

Are there any special skills or qualifications that you have that would benefit the City with your employment? (Examples: Valid driver's license, CDL, skilled trades [plumber, carpenter, electrician], computer skills)

Other specialized skills or information you feel pertinent to the job for which you are applying (trades) :

EDUCATION

SCHOOL	NAME	LOCATION	LAST GRADE COMPLETED	DIPLOMA/ DEGREE	COURSE /MAJOR
Elementary					
High School					
College					
Other (Vocational or other training)					

EMPLOYMENT HISTORY [1 of 2]

Please list **ALL JOBS** since high school, beginning with your present or last employer. A following section asks questions about periods of employment. Account for ALL time periods, including UNEMPLOYMENT, SELF-EMPLOYMENT, and U.S. MILITARY SERVICE. If space is insufficient, list on a separate page or additional application form.

EMPLOYER:	PHONE:	Position
Address	City, State, Zip	Supervisor's Name
Duties		Starting Salary/Wages
		Final Salary/Wages
Reason for leaving	From	To
EMPLOYER:	PHONE:	Position
Address	City, State, Zip	Supervisor's Name
Duties		Starting Salary/Wages
		Final Salary/Wages
Reason for leaving	From	To
EMPLOYER:	PHONE:	Position
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Duties		Starting Salary/Wages
		Final Salary/Wages
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EMPLOYER:	PHONE:	Position
Address	City, State, Zip	Supervisor's Name
Duties		Starting Salary/Wages
		Final Salary/Wages
Reason for leaving	From	To

EMPLOYMENT HISTORY [2 of 2]

Please list ALL JOBS since high school, beginning with your present or last employer. A following section asks questions about periods of employment. Account for ALL time periods, including UNEMPLOYMENT, SELF-EMPLOYMENT, and U.S. MILITARY SERVICE. If space is insufficient, list on a separate page or additional application form.

EMPLOYER:	PHONE:	Position
Address	City, State, Zip	Supervisor's Name
Duties		Starting Salary/Wages
		Final Salary/Wages
Reason for leaving	From	To
EMPLOYER:	PHONE:	Position
Address	City, State, Zip	Supervisor's Name
Duties		Starting Salary/Wages
		Final Salary/Wages
Reason for leaving	From	To

MILITARY

Branch of Service	From	To	Rank & Duties	Date Discharged

Type of job in Military: _____

Type of discharge: Honorable__ Dishonorable__ Other____ Explain:

List any Medals, honors or awards you have received: _____

ADDITIONAL INQUIRIES CONCERNING EMPLOYMENT

May we contact your present employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
May we contact your previous employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please explain any exceptions and reasons for not contacting.		

In order to permit a check of your work and education records, should we be made aware of any change of name or assumed name that you previously used? Yes No
If "yes", identify name(s) and relevant dates.

Have you ever been discharged or asked to resign from any employment? If "yes", please explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever experienced any periods of unemployment since High School? If yes, please provide dates and what you were doing during that time.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be able to meet the attendance requirements of the job you are applying for? If no, please explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you related by blood or marriage to any current City employee or elected official? Do you cohabitate with any current City employee or elected official? If yes, please identify the name of the employee or elected official.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PERSONAL REFERENCES – Please list three references *who are not relatives or elected officials*.

NAME	ADDRESS	YEARS KNOWN	TELEPHONE

FOR APPLICANTS UNDER THE AGE OF EIGHTEEN (18) YEARS ONLY

I am aware that my son/daughter has submitted an employment application with the City of Vermillion and verify that he/she is currently _____ years of age.
 insert age

 Signature of Parent or Legal Guardian

 Print name of Parent or Legal Guardian

 Address, City, State, Zip Code

 Phone Number (s)

APPLICANT STATEMENT

I understand that the information provided on this application (and accompanying resume, if any) must be true and complete to the best of my knowledge. I also understand that any false information or omission may disqualify me from further consideration of employment and may result in my dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment and relevant activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. I further authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the job for which I am being considered or any future job in the event that I am hired.

If an employment relationship is established, I understand that I must comply with City policies, rules and procedures as are implemented from time to time and that the City may add to, delete or revise these policies, rules and procedures at any time. I also understand that any period of employment is not for a specific duration.

My signature below certifies that this application was completed by me and that all entries on it and information in it are true and complete to the best of my knowledge.

Signature of Applicant

Date

NOTICE: This application is considered active for sixty (60) days from the above date. For further consideration after this date, a new application must be submitted.

Interviewed by:

Date:

This space for Human Resource Department Use Only:

NOTES

STREET DEPARTMENT LABORER

Responsibility

Under the immediate supervisor of the Street Department Assistant Foreman, the Street Maintenance Foreman and the Street Department Superintendent, is responsible for performing routine manual laboring; performs related tasks as required.

Typical Tasks

(Other related duties as assigned and performance of other classifications in emergencies only.) Backfills excavations after repairs have been completed; assists skilled or semi-skilled workers in concrete, asphalt or grading operations; mixes concrete with shovel or other hand tools using the correct amount of sand, cement and water;

Moves sand asphalt, debris or stone by wheelbarrow; rakes leaves, sweeps sidewalks, picks up rubbish, paper and fallen branches; shovels snow; may maintain restrooms in clean, sanitary condition as part of other laboring duties.

Assists construction and maintenance crews when cleaning sewers, culverts and catch basins; loads and unloads trucks and vans; stacks lumber and other material in storage areas; may paint maintenance buildings, bridges and equipment; pump gas; change tires; wash cars and trucks.

In emergencies, may be required to drive a snow plow or a vehicle to run errands; may drive workers and equipment to a job site and at the end of the shift or upon completion of the project, return the vehicle to a predetermined destination.

Desirable Knowledge, Skills and Abilities

Knowledge of simple construction and maintenance methods; ability to read and write; ability to use common hand tools; ability to understand and carry out oral instructions; ability to perform heavy manual tasks for long periods in all kinds of weather; ability to develop and maintain effective working relationships with associates.

Possess a valid Commercial Driver's License.

Required Knowledge, Skills and Abilities

Must be a current City of Vermilion Civil Service List for Laborer. (This requirement is not for employee's presently in the Bargaining Unit.) Process experience, training and ability in construction and maintenance methods and the efficient and safe operation of light motorized equipment for at least three years.

High School Graduate or G.E.D.

Occasional lifting, reaching overhead as well as horizontal, stooping, bending over, climbing and balancing.

A valid State of Ohio Driver's License.

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STREET DEPARTMENT
MAINTENANCE MECHANIC

Responsibility

Under the general direction of the Street Department Assistant Foreman and/or the Director of Public Service; is responsible for the preventative maintenance and repairs of Street Department, and other City of Vermilion, vehicles and equipment, and the efficient and safe operation of a variety of light and heavy equipment.

Typical Tasks

- *Perform the duties of preventative maintenance and minor repairs of all City vehicles.
- *Perform highly skilled and complex mechanical repairs on both light and heavy equipment.
- *Perform maintenance & repairs and operation of electronic traffic control devices.
- *Perform repairs to other equipment, buildings, etc.
- *Operate light, heavy and complicated equipment.
- *May also be required to perform unskilled or semi-skilled laboring duties such as painting street markings, install signs, digging ditches, laying storm sewer tile, patching potholes in streets, flagging traffic, cleaning storm sewers, painting buildings, plowing snow, shoveling snow, digging post holes, trimming/mowing grass, washing cars and trucks, use acetylene and electric torches to burn and weld, etc.
- *All other related duties as assigned and the performance of other classifications in emergencies, with the priority being maintenance and repair of City vehicles and equipment.

Desired Knowledge, Skills, and Abilities

*General knowledge and considerable skill in the operation of heavy-duty equipment and in the operation of light equipment such as trucks, mowers, compressors, sewer cleaning equipment, salt spreaders, street sweepers, rollers, etc. Considerable knowledge of State motor vehicle laws, ability to develop and maintain effective working relationships with associates and the general public.

*ASE Certifications desired-

*Preventative Maintenance Inspection *Truck/Trailer Repair

Required Knowledge, Skills, and Abilities

*Possess and maintain a valid Commercial Driver's License

*High School Graduate or G.E.D.

*ASE Certifications required-

*Diesel Engines

*Suspension and Steering

*Brakes

*Electrical/Electronic Systems

*Drive train

*Gasoline Engines

*Heavy Equipment Repair

*General Welding Certification

*Use of specialized tools and extensive welding. Occasional lifting, reaching overhead as well as horizontal, stooping, bending over, climbing, etc.

Internal Applicant must have six ASE certifications at the time they apply and must acquire the remaining two within one year from appointment to the position.