

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 10/28/11 dje

ANNOUNCEMENT NO. 98

DEPUTY COMMISSIONER OF ENVIRONMENT

(NON COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a **NON-COMPETITIVE** examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is **\$26,273.96 - \$80,090.83** per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATION WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, OCTOBER 28, 2011 UNTIL POSITION IS FILLED.**

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under direction of the Commissioner of Environment, provides daily management and supervision to divisional staff including district supervisors and program managers. Evaluates potential and current employees. Develops and implements training materials. Ensures that all work conforms to divisional policies and procedures. Generates and analyzes statistical inspection data. Assists in the development of enforcement initiatives. Assists in the preparation of the annual budget funds, personnel, materials, and time. Provides professional advice to general public, contractors, and business operators. Prepares required activity and enforcement reports. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam.) Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or G.E.D. is required. A Bachelor's Degree in Engineering, Environmental Science, Public Administration, or a closely related field from a four (4) year accredited college or university is required, a Master's Degree is preferred. Five (5) years of full time paid progressively responsible environmental construction or technical management experience is required, two years of which must be in a supervisory position. A valid State of Ohio Driver's License is required. A State of Ohio Registered Sanitarian Certificate is preferred. Must have excellent computer skills. Must be able to lift and carry at least 50 pounds.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the time of filing. Applications may not be accepted if copies are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER