

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 5/27/16 It

ANNOUNCEMENT NO. 45

AIRPORT FIELD UNIT LEADER (Field)

(OPEN)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of an Open 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 **\$21.32- \$23.32** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available on-line or at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION – APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON FRIDAY, JUNE 3, 2016 UNTIL 4:30 P.M. ON FRIDAY, JUNE 16, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON FRIDAY, JUNE 16, 2016.

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

EXAMINATION INFORMATION

TYPE: WRITTEN TEST Applicants will be notified of the time, date, and place of the exam by U.S. Mail.

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, supervises maintenance and repair work on airport equipment, facilities, and buildings. Assists with assignment of work. Orders equipment and supplies. Manages work orders for appropriate sections. Supervises maintenance workers who provide labor for maintenance operations for summer and winter tasks on runways, taxiways, ramps, and airport-owned facilities. Monitors and inspects crews, job sites, and daily work assignments. Assigns work tasks and completes Alternative and Online Dispute Resolutions. Communicates with Control Tower. Operates computers utilizing standard and customized software packages. Oversees Work with HVAC systems including hot water boiler operations, air handles, rooftop AC and HV units as well as work on sanitary pump station. Supervises and performs work with shop floor equipment such as metal brake, band saw, metal shear, etc. Works with all hand and power tools used in the maintenance field. Interprets mechanical blueprints and plumbing isometric drawings. Performs other job-related duties as assigned. 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.

MUST MEET THE MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AT THE TIME OF FILING UNLESS OTHERWISE STATED. SUCH QUALIFICATIONS AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A valid High School Diploma or GED is required. A valid State of Ohio Class "B" Commercial Driver's License is required. One year of supervisory experience as well as experience with work-order management system (WEBTMA) is preferred. Must successfully complete a Transportation Security Administration (TSA) 10 year fingerprint-based Criminal History Records Check and employment background check and Security Threat Assessment. Must be able to lift and carry 60 pounds. Must be able to work any shift assignment and overtime during the snow season. FIELD – Two years of supervisory experience in grounds maintenance or general operations experience is required. (Substitution: A Bachelor's Degree in Aviation Management or related field may substitute for experience.)

NOTE: Minimum qualifications must be met as of the last day of the filing period unless otherwise stated.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). Applicants who are currently employed in this position with the City of Cleveland are exempt. However, that when an applicant is disqualified from taking an examination on the basis of age, education or failure to meet other minimum entrance requirements, the fee paid by such applicant shall be refunded to such applicant upon the applicant's request in writing made within ten (10) days after the date of examination. Any applicant who can provide proof of unemployment, public assistance, or indigence is exempt from the filing fee. A copy of such proof must be included with the application.

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

APPLICANT CHECKLIST: READ CAREFULLY

AIRPORT FIELD UNIT LEADER (FIELD)

MUST MEET MINIMUM QUALIFICATIONS OF POSITION
APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!!

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

ITEM	DONE
COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE is REQUIRED (If you have an Associate's or a Bachelor's Degree no copy of H.S. Diploma/ GED is necessary, but you must submit copy of Degree).	
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
CURRENT RESUME OR OTHER INFORMATION IN THE APPLICATION INDICATING THE REQUIRED EXPERIENCE : <ul style="list-style-type: none"> • ONE (1) YEAR OF SUPERVISORY EXPERIENCE AND EXPERIENCE WITH WORK-ORDER MANAGEMENT SYSTEM IS PREFERRED. • TWO (2) YEARS OF FULL TIME PAID SUPERVISORY EXPERIENCE IN AIRPORT GROUNDS MAINTENANCE OR GENERAL AIRPORT OPERATIONS IS REQUIRED. NOTE: A BACHELOR'S DEGREE IN AVIATION MAY BE SUBSTITUTED FOR THIS EXPERIENCE REQUIREMENT. 	
COPY OF VALID STATE OF OHIO CLASS B COMMERCIAL DRIVER'S LICENSE is REQUIRED .	
THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED. (This includes the job classification title on the top line of each card, as well as your name and address. Leave ID number blank ; we will assign this to you.)	
Any other information or materials that demonstrate your qualifications and experience for this position. IT IS ESSENTIAL THAT YOU DESCRIBE YOUR EDUCATION AND EXPERIENCE AS COMPLETELY AS POSSIBLE. AMBIGUITY OR VAGUENESS WILL NOT BE DECIDED IN AN APPLICANT'S FAVOR. YOUR APPLICATION PACKET SHOULD CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS. A cover letter is welcomed but not required.	

THE ABOVE INFORMATION MUST BE INCLUDED IN YOUR APPLICATION PACKAGE **AT THE TIME OF FILING**. IF THESE ITEMS ARE NOT INCLUDED, YOUR APPLICATION MAY NOT BE ACCEPTED OR APPROVED.

ANYONE WHO WISHES TO REQUEST AN ACCOMMODATION MUST DO SO **AT THE TIME OF FILING**. THE COMMISSION WILL CONTACT THE INDIVIDUAL CONCERNING SUCH ACCOMMODATION PRIOR TO THE EXAMINATION. THE COMMISSION MAY REFUSE TO PROVIDE SUCH ACCOMMODATION IF IT IS NOT REASONABLE OR WOULD CONSTITUTE AN UNDUE HARDSHIP. CURRENT (WITHIN ONE YEAR) DOCUMENTATION SUPPORTING THE NEED FOR THE REQUESTED ACCOMMODATION IS REQUIRED. SUCH DOCUMENTATION SHOULD BE SUBMITTED AT THE TIME OF FILING.

PLEASE NOTE: DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGE OF ADDRESS. FAILURE TO DO SO COULD RESULT IN YOUR REMOVAL FROM THE LIST