



CITY OF CLEVELAND
Mayor Frank G. Jackson

From: Office of the Mayor

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FOR IMMEDIATE RELEASE:
September 18, 2015

Cleveland Hopkins International Airport to Accept Applications for Open Positions During the “*How to Navigate Cleveland’s Hiring Process*” Event

CLEVELAND – On Saturday, September 19, 2015 from 9:30 a.m. to 12:00 p.m., the Cleveland Hopkins International Airport will be accepting applications for open positions during the City’s informational seminar on “*How to Navigate the City of Cleveland’s Hiring Process.*” The airport will be accepting applications for the following positions listed below:

- Airport Maintenance Worker - Field
- Airport Field Unit Leader – Field
- Airport Operations Agent I
- Airport Operations Agent II
- Airport Operations Agent III
- Heavy Duty Technician

To view the job description and qualifications for these open positions, [please click here](#).

In addition to the open positions for Cleveland Hopkins International Airport, the City of Cleveland will be hosting a seminar entitled “*How to Navigate the City of Cleveland’s Hiring Process.*” The seminar is designed to familiarize the public with the city’s hiring process and to provide insight into the steps involved in becoming employed. The event will be held in the Cleveland Public Auditorium, 500 Lakeside Avenue, Cleveland, Ohio 44114. This is a free event and free parking will be available on the surface lot of Willard Park Garage, 601 Lakeside Avenue, Cleveland, OH 44114.

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CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 9/24/15 de

ANNOUNCEMENT NO. 147

AIRPORT MAINTENANCE WORKER - 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 **\$19.09 - \$19.86** 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, SEPTEMBER 25, 2015 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 1, 2015.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 1, 2015.

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 supervision, assists in maintenance and repair work requiring mechanical ability and familiarity with airport equipment, facilities, and buildings. Duties may include but are not limited to snow removal, landscaping, concrete, asphalt, fencing, sewer, grass cutting, and crack-sealing repairs. Must be familiar with the operation and mechanism of building appurtenances, hand held power tools, and larger power equipment and vehicles used in facilities maintenance work. 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 from an accredited high school program or GED is required. The equivalent of one year of full time paid experience in the operation of heavy duty equipment and construction related equipment and other vehicles is required. A valid State of Ohio Class "B" Commercial Driver's License is required, a Class "A" CDL is preferred. Must be able to lift and carry 90 pounds. Must have basic writing, communication, and computer skills. Must be able to work non-standard work weeks/shifts including holidays within a 24-hour operation in all weather conditions and work overtime during snow removal operations. Must comply with a Transportation Security Administration (TSA) ten-year employment background check and fingerprint-based criminal history records check.

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: Those persons who are residents of the City of Cleveland for at least one year at the date of filing and who received passing scores shall have ten (10) additional points added to their grades. A list of acceptable forms of proof of residency applicants need to present at the time of filing is 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

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 9/24/15 de

ANNOUNCEMENT NO. 146

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, SEPTEMBER 25, 2015 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 1, 2015.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 1, 2015.

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.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION 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. Two years of supervisory experience in ground 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

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 9/24/14 ms

ANNOUNCEMENT NO. 148

AIRPORT OPERATIONS AGENT I (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 **\$17.13 - \$22.05** 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, SEPTEMBER 25, 2015 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 1, 2014.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 1, 2014.

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.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under supervision, assists in the operational management of Cleveland Hopkins International Airport to maintain the airport operating certificate. Maintains current knowledge base of applicable Federal Aviation Regulations and FAA Advisory circulars. Ensures compliance with applicable regulations. Reviews operations report of preceding shift, special instructions, and nature of field conditions. Assists with the dissemination of field condition information. Operates radio and telephone equipment. Communicates with and answers questions from public on airport operations and conditions. Helps to coordinate movement of snow removal crews, crash and rescue crews, construction activity, and vehicular movement activity. Monitors aircraft movement. Communicates with air carriers, FAA ATC, airport, and other government entities as required. Escorts emergency, construction, and other approved vehicles as required. Makes regular patrols and physical inspections of field, airfield, and terminal conditions. Notes and reports safety violations, discrepancies potentially hazardous conditions, as well as operational and maintenance problems in landing, hangar, ramp, roadways, terminal areas, and other airport properties. Conducts wildlife patrols, performing wildlife hazing and reduction procedures as necessary which may require the use of a pyrotechnic weapon and/or shotgun. May be required to remove debris or dead wildlife from aircraft operating areas. Responds to and assists with emergency situations as directed by the Operations Supervisor. Escorts emergency, construction, and other approved vehicles as required. Monitors security, fire, and equipment monitoring systems for alarms and makes notifications and reports on conditions as necessary. Logs and bills incoming transient aircraft for landing fees. Reviews daily log entries and completes shift log, reports, and records at close of shift. Maintains files. 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 GED is required. An Associate's Degree in Aviation, Airport Management, or related field from an accredited college or university is required. (Substitution: One year of experience in an Airport Operations office or airport operations-related experience may be substituted for each year of college education lacking. A valid State of Ohio Driver's License is required. Must be able to type and possess general computer skills including Microsoft Office Suite products. Must successfully complete a Transportation Security Administration (TSA) fingerprint-based criminal history records check and employment background check. Must be able to lift and carry 50 pounds. Must be willing to work in and out of doors in all weather conditions in a 24-hour operation, including a non-standard work week. Must have the ability to stand, walk, and/or sit for extended periods of time on a frequent basis. Must have the constant ability to talk and hear. Must possess both near and far visual acuity.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. 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

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 9/24/15 ms

ANNOUNCEMENT NO. 149

AIRPORT OPERATIONS AGENT II

(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 **\$21.52- \$25.96** 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, SEPTEMBER 25, 2015 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 1, 2015.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 1, 2015

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.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under supervision, assists in the operational management of Cleveland Hopkins International Airport to maintain the airport operating certificate. Maintains current knowledge base of applicable Federal Aviation Regulations and FAA Advisory circulars. Ensures compliance with applicable regulations. Reviews operations report of preceding shift, special instructions, and nature of field conditions. Assists with the dissemination of field condition information. Operates radio and telephone equipment. Communicates with and answers questions from public on airport operations and conditions. Helps to coordinate movement of snow removal crews, crash and rescue crews, construction activity, and vehicular movement activity. Monitors aircraft movement. Communicates with air carriers, FAA ATC, airport, and other government entities as required. Escorts emergency, construction, and other approved vehicles as required. Makes regular patrols and physical inspections of field, airfield, and terminal conditions. Notes and reports safety violations, discrepancies potentially hazardous conditions, as well as operational and maintenance problems in landing, hangar, ramp, roadways, terminal areas, and other airport properties. Conducts wildlife patrols, performing wildlife hazing and reduction procedures as necessary which may require the use of a pyrotechnic weapon and/or shotgun. May be required to remove debris or dead wildlife from aircraft operating areas. Responds to and assists with emergency situations. Monitors security, fire, and equipment monitoring systems for alarms and makes notifications and reports on conditions as necessary. Logs incoming transient aircraft for landing fees. Reviews daily log entries and completes shift log, reports, and records at close of shift. Maintains files. 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 GED is required. An Associate's Degree in Aviation, Airport Management, or related field from an accredited college or university is required. Two years of full time paid experience as an airport operations agent is required. (Substitution: One year of experience in an Airport Operations office or airport operations-related experience may be substituted for each year of college education lacking. A valid State of Ohio Driver's License is required. Must be able to type and possess general computer skills including Microsoft Office Suite products. Must successfully complete a Transportation Security Administration (TSA) fingerprint-based criminal history records check and employment background check. Must be able to lift and carry 50 pounds. Must be willing to work in and out of doors in all weather conditions in a 24-hour operation, including a non-standard work week.

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

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 9/25/15 ms

ANNOUNCEMENT NO. 150

AIRPORT OPERATIONS AGENT III

(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 **\$20,800.00 - \$61,602.02 per Year.**

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, SEPTEMBER 25, 2015 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 1, 2015.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 1, 2015.

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.

NOTE: THE ELIGIBLE LIST FOR THIS CLASSIFICATION WILL BE VALID FOR ONLY ONE YEAR FROM THE DATE OF ITS APPROVAL BY THE CIVIL SERVICE COMMISSION.

DUTIES OF THE POSITION

Under the general supervision of the Manager of Airport Operations, assists in the operational management of Cleveland Hopkins International Airport or Burke Lakefront Airport to maintain the airport operating certificate. Assists airport management with the implementation of the policies of the Department of Port Control as necessary. Supervises the work performed by Airport Operations Agents I and II. Guides, trains, and supports Operations staff. Assigns daily shift duties to Agents. Assists the shift Superintendent with preparation of work and staffing schedules for the Operations office. Acts in the capacity of an Airport Operations Agent when the shift Superintendent is on duty. Maintains a current extended knowledge base of applicable Federal Aviation Regulations and FAA Advisory circulars. Ensures compliance with applicable regulations. Reviews operations report of preceding shift, special instructions, and nature of field conditions. Assists with the dissemination of field condition information. Operates radio and telephone equipment. Communicates with and answers questions from public on airport operations and conditions. May serve as liaison for airlines and airport management concerning operations matters. Assembles weather related forecasts and disseminates information to assist in establishing proper winter operations or other weather related response. Helps to coordinate movement of snow removal crews, crash and rescue crews, construction activity, and vehicular movement activity. Monitors aircraft movement. Communicates with air carriers, FAA ATC, airport, and other government entities as required. Escorts emergency, construction, and other approved vehicles as required. Uses radio, crash phones, and other equipment to communicate with staff, supervision, airlines/aircraft, airfield vehicles, police, Air Traffic Control Tower (ATCT) and other entities as required. Follows instructions and commands as required. Makes regular patrols and physical inspections of field, airfield, and terminal conditions. Notes and reports safety violations, discrepancies potentially hazardous conditions, as well as operational and maintenance problems in landing, hangar, ramp, roadways, terminal areas, and other airport properties. Conducts wildlife patrols, performing wildlife hazing and reduction procedures as necessary which may require the use of a pyrotechnic weapon and/or shotgun. May be required to remove debris or dead wildlife from aircraft operating areas. Responds to and assists with emergency situations as directed by the Operations Superintendent. Assumes initial control of emergency operations until arrival of higher authority. Escorts emergency, construction, and other approved vehicles as required. Utilizes devices and instruments to assess problems and conditions on airfield. Monitors security, fire, weather radar, as well as equipment and surface condition monitoring systems for alarms and makes notifications and reports on conditions as necessary. Logs and bills incoming transient aircraft for landing fees. Reviews daily log entries and verifies completion of shift log, inspection and incident reports, and records at close of shift. Maintains files. 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 GED is required. An Associate's Degree in Aviation, Airport Management, or related field from an accredited college or university is required. Four years of full time paid experience as an airport operations agent, two of which may be in an airport operations-related field, is required. (Substitution: One year of experience in an Airport Operations office or airport operations-related experience may be substituted for each year of college education lacking.) One year of supervisory experience is preferred. A valid State of Ohio Driver's License is required. Must be able to type and possess general computer skills including Microsoft Office Suite products. Must successfully complete a Transportation Security Administration (TSA) fingerprint-based criminal history records check and employment background check. Must be able to lift and carry 50 pounds. Must be willing to work in and out of doors in all weather conditions in a 24-hour operation, including a non-standard work week.

NOTE: Applicants will be required to pay a \$10.00 (TEN DOLLARS) filing fee. 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

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 7/10/15 Im

ANNOUNCEMENT NO. 105A

HEAVY DUTY TECHNICIAN

(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 **\$15.75 - \$26.65** 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, SEPTEMBER 25, 2015 UNTIL 4:30 P.M. ON THURSDAY, OCTOBER 1, 2015.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, OCTOBER 1, 2015.

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.

NOTE: THOSE PERSONS WHO HAVE ALREADY APPLIED FOR THIS EXAM BUT HAVE NOT YET TESTED DO NOT NEED TO APPLY AGAIN.

DUTIES OF THE POSITION

Under supervision, inspects, repairs, adjusts, and services trucks and other motorized equipment 20,000 GVW and over. Makes other repairs and adjustments to secondary units. 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.

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 High School Diploma or GED is required, a Diploma from a High School Or Trade School with training in heavy duty truck and diesel repair is preferred. Three years of full time paid experience in the repair and maintenance of motorized heavy equipment 20,000 lbs. G.V.W. and over is required. Must have the appropriate tools to perform required duties. A valid State of Ohio Class B Commercial Driver's License is required. Must be able to lift and carry a minimum of 30 pounds.

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