

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 8/12/16 It

ANNOUNCEMENT NO. 67

ELECTRICAL SAFETY INSPECTOR 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 **\$14.83 - \$25.86** per Hour. The estimated salary for this position is \$25.86 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, AUGUST 19, 2016 UNTIL 4:30 P.M. ON THURSDAY, SEPTEMBER 15, 2016.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, SEPTEMBER 15, 2016

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

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume. 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 the supervision of the Commissioner of the Division of Code Enforcement and the Bureau Manager - Building, makes inspections of residential and commercial buildings and structures for the purposes of ensuring compliance with laws, ordinances, rules, and regulations relating to the design, installation, maintenance, alteration, repair, relocation, replacement, addition to, use, and inspection of electrical components, equipment and systems used in buildings and structures. Performs related duties as required that pertain to enforcement of the Cleveland Housing Code, Cleveland Building Code, Ohio Building Code, Residential Code of Ohio, and the National Electric Code. 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. One of the following is required: (1) Must be a Journeyman Electrician OR equivalent for four years, two as an Electrician Unit Leader, and two years as a building department ESI trainee; (2) Must be a Journeyman Electrician or equivalent for four years and have three years' experience as a building department ESI trainee; (3) Must have four years' experience as a building department ESI trainee; (4) Must be a Journeyman Electrician or equivalent for six years; or (5) Must be an Electrical Engineer registered in the State of Ohio. A valid State of Ohio Driver's License is required. With exception for Electrical Safety Inspector I where Interim Certifications are required, State of Ohio Board of Building Standards (OBBS) certification as an Electrical Safety Inspector certification is required and must be maintained throughout employment. In addition to the above: ELECTRICAL SAFETY INSPECTOR I –An OBBS Interim Electrical Safety Inspector certification is required, a full certification is preferred.

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
MINIMUM QUALIFICATIONS FOR
ELECTRICAL SAFETY INSPECTOR I

BEFORE SUBMITTING YOUR COMPLETED APPLICATION, PLEASE REVIEW THE FOLLOWING CHECKLIST

<u>APPLICATIONS MUST BE RETURNED IN PERSON BY THE APPLICANT!!!</u>	DONE
ITEMS REQUIRED TO PROPERLY COMPLETE THE APPLICATION PACKET:	
<p>COMPLETED APPLICATION FORM (DO NOT STATE "SEE ATTACHED RESUME"). IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS.</p> <p>YOUR APPLICATION PACKET MUST CLEARLY DEMONSTRATE THAT YOU MEET OR EXCEED EACH OF THE MINIMUM QUALIFICATIONS STATED IN THE BULLETIN, OR YOUR APPLICATION WILL BE REJECTED.</p>	
SIGN AND DATE THE COMPLETED APPLICATION (It does NOT have to be notarized).	
COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (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 that Degree).	
PROOF OF ALL COLLEGE DEGREES LISTED IN THE APPLICATION (copies of diploma and/or official transcripts).	
<p>CURRENT RESUME OR OTHER INFORMATION INDICATING THE REQUIRED EXPERIENCE AND TRAINING:</p> <ul style="list-style-type: none"> • Must be a Journeyman Electrician or equivalent for four years, two as an Electrician Unit Leader, and two years as a building department ESI trainee; OR • Must be a Journeyman Electrician or equivalent for four years and have three years' experience as a building department ESI trainee; OR • Must have four years' experience as a building department ESI trainee; OR • Must be a Journeyman Electrician or equivalent for six years; OR • Must be an Electrical Engineer licensed and registered in the State of Ohio. 	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE.	
COPY OF OBBS CERTIFICATION AS AN ELECTRICAL SAFETY INSPECTOR (FULL OR INTERIM) AND ANY OTHER PROFESSIONAL LICENSE(S) OR CERTIFICATIONS LISTED IN THE APPLICATION.	
THE THREE (3) CARDS IN THE APPLICATION MUST BE COMPLETED (This includes the job classification 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.	

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.

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.