

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 6/12/15 de

ANNOUNCEMENT NO. 88

ELECTRIC BRIDGE OPERATOR

(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 **\$10.00 - \$18.80** per Hour.

FILING OF APPLICATION

Application must be made on the regular application form available online 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 26, 2015 UNTIL 4:30 P.M. ON THURSDAY, JULY 2, 2015.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JULY 2, 2015**

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

EXAMINATION INFORMATION

**TYPE:** WRITTEN EXAMINATION: Applicants will be notified by U.S. mail of the time, date, and place of the exam.

**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, operates and maintains the mechanism of an electrically controlled swing or draw bridge. Maintains a log recording bridge openings, vessel movements, accidents, equipment malfunctions, and unusual occurrences. Tests to ascertain that all bells, lights, and warning signals are operational when starting shift. Checks all locks on stairways at the beginning of shift to ensure they are locked and to prevent any person's entry to unauthorized areas as well as the operator's cabin. Reports any security issues. Notifies bridge mechanic of any equipment malfunctions. Maintains constant audio and video watch for signals from boats or barges. Ensures that all highway traffic over bridge has been stopped before opening bridge. Opens bridge for passage of boats and closes bridge following passage. Records vessel names, direction, and time of passing in logbook. Completes bridge accident report forms. Operates a computer. Cleans and maintains operator house and facilities. Keeps bridge sidewalks swept clean/washed down. Removes snow and ice from bridge proper and bridge sidewalks using hand and/or powered equipment when necessary. Removes litter from general area. Keeps bridge roadway clear of road hazards. Assists bridge maintenance personnel in performing more complex maintenance on mechanical and electrical equipment. In emergency situations, may be required to act as Flag Person. Makes calls for police. Records license numbers of vehicles involved in accidents. Drives personal vehicle to other bridges to operate as necessary. Performs 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. Two years of full time paid experience in the operation, installation, maintenance, or repair of heavy industrial electro-mechanical equipment (e.g.: electric motors, large cranes, elevators, etc.) or related field is required. Must be able to climb ladders and stairs to a height of 100 feet above water and must be able to work various shifts and days. A valid State of Ohio Driver's License is required. Must own or have access to a properly insured vehicle. Must be able to lift and carry at least 30 pounds. Must possess computer skills and be familiar with various Microsoft programs such as Word, Excel, and Outlook (Demonstrable by testing).

**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. 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. 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

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

DURING THE LIFE OF THE ELIGIBILITY LIST, YOU MUST NOTIFY CIVIL SERVICE OF ANY CHANGES OF ADDRESS. FAILURE TO DO SO WILL RESULT IN YOUR REMOVAL FROM THE LIST	DONE
COMPLETED APPLICATION FORM (DO <b>NOT</b> STATE "SEE ATTACHED RESUME"). <b>IT IS YOUR RESPONSIBILITY TO PROVIDE COPIES OF ENCLOSURES AND ATTACHMENTS</b>	
SIGN AND DATE THE COMPLETED APPLICATION (It does <b>NOT</b> 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 Degree). In lieu of a High School Diploma, a transcript is acceptable as is a letter from your high school or board of education (on their letterhead) indicated that you graduated.	
CURRENT RESUME OR OTHER INFORMATION IN YOUR APPLICATION INDICATING THE <b>REQUIRED EXPERIENCE</b> . (TWO YEARS OF FULL TIME PAID EXPERIENCE IN THE OPERATION, INSTALLATION, MAINTENANCE, OR REPAIR OF HEAVY INDUSTRIAL ELECTRO-MECHANICAL EQUIPMENT (E.G.: ELECTRIC MOTORS, LARGE CRANES, ELEVATORS, ETC.) OR RELATED FIELD IS REQUIRED. MUST BE ABLE TO CLIMB LADDERS AND STAIRS TO A HEIGHT OF 100 FEET ABOVE WATER AND MUST BE ABLE TO WORK VARIOUS SHIFTS AND DAYS.)	
COPY OF VALID STATE OF OHIO DRIVER'S LICENSE.	
MUST OWN OR HAVE ACCESS TO A PROPERLY INSURED VEHICLE AND BE ABLE TO CLIMB LADDERS AND STAIRS TO A HEIGHT OF 100 FEET ABOVE WATER AND MUST BE ABLE TO WORK VARIOUS SHIFTS AND DAYS	
THE THREE (3) CARDS IN THE APPLICATION <b>MUST</b> BE COMPLETED (This includes the job classification on the top line of each card as well as your name and address. <u>Leave ID number blank</u> ; we will assign this to you.)	
MUST BE FAMILIAR WITH VARIOUS MICROSOFT PROGRAMS SUCH AS WORD, EXCEL, AND OUTLOOK.	
Any other information or materials that demonstrate your qualifications and experience for this position. <b>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.</b> 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.