

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/22/10 de

ANNOUNCEMENT NO. 17

**ENVIRONMENTAL COMPLIANCE SPECIALIST 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 **\$14.95 - \$22.55** per Hour.

**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. No other form will be accepted. **APPLICATIONS WILL BE AVAILABLE FOR DISTRIBUTION TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION FROM 8:30 A.M. ON FRIDAY, FEBRUARY 5, 2010 UNTIL 4:30 P.M. ON THURSDAY, FEBRUARY 11, 2010.**

**NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, FEBRUARY 11, 2010.**

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

**EXAMINATION INFORMATION**

**TYPE: EXPERIENCE EVALUATION: Applicants eligibility will be determined based on Education and Experience found in Resume.**

**TYPE: 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**

This is an entry level position which performs a variety of environmental compliance duties related to the processing of air pollution permits. Specifically, reviews application and development of Permits to Install (PTIs) and Permits to Operate (PTOs). Determines compliance with federal, state, and local air regulations. Writes technical reports. Does some preparation of Title V and FESOP permits as required. 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. A Bachelor's Degree in Environmental Science, Chemistry, Physics, Biology, Geology, Engineering, Mathematics, or any other science-related field from an accredited four year college or university is required. Must possess a basic knowledge of air pollution as it relates to permit issues.

**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.**

**NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and resumes must be presented at the 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.**

**NOTE: Those persons who are residents of the City of Cleveland 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 at the time of filing is included with the application.**

**AN EQUAL OPPORTUNITY EMPLOYER**