

CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 1/27/12 ja ANNOUNCEMENT NO. 20

INTERN APPRENTICE (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 - \$31.38 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, FEBRUARY 17, 2012 UNTIL 4:30 P.M. ON FRIDAY, FEBRUARY 24, 2012.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON FRIDAY, FEBRUARY 24, 2012.

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

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION

NOTE: 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 RESERVE THE RIGHT TO REVIEW AND EVALUATE ANY AND RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under the immediate supervision of field operations staff, assists and/or shadows line crews as they perform the tasks associated with electrical utility work. Obtains training in the following areas: The safe operation of electrical utility vehicles; the proper stocking and maintenance procedures for vehicles; the utilization of applicable materials and supplies; the proper use of safety equipment and tools; the proper safety procedures for working around electrical substations; how to work with electrical transformers, streetlight wattages, and voltages; and how to establish a "safe work zone". Performs other job-related duties as required. Follows all operations and safety policies. 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 (Must have fulfilled all state and local requirements for graduation, including passage of all parts of the Ohio Graduation Test (OGT), unless validly waived) or GED is required. A valid State of Ohio Class A Commercial Driver's License is required. Must have completed all requirements of Cleveland Public Power's Internship to Apprenticeship Program, or an equivalent program as determined by the Civil Service Commission upon the recommendation of the Joint Apprenticeship Committee established by the City and Local 39, International Brotherhood of Electrical Workers, AFL-CIO. Must have a 93 percent attendance record during Cleveland Public Power's Internship to Apprenticeship program, or an equivalent internship program.

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.

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.

AN EQUAL OPPORTUNITY EMPLOYER