

OFFICE OF THE LOUISVILLE CIVIL SERVICE COMMISSION
215 SOUTH MILL STREET
LOUISVILLE, OHIO
330-875-3321

SERVICE DEPARTMENT OPERATOR EXAMINATION NOTICE

DATE: THURSDAY, DECEMBER 12, 2024
6:00 P.M.

PLACE: LOUISVILLE CONSTITUTION CENTER
1022 WEST MAIN STREET
LOUISVILLE, OH

The Louisville Civil Service Commission will conduct an open written examination for the purpose of establishing an eligibility list for the position of full-time Service Department Operator for the Louisville Public Works Department, Louisville, Ohio. The written test will take place on Thursday, December 12, 2024 at 6:00 p.m., at the Louisville Constitution Center located at 1022 West Main Street, Louisville, Ohio.

The scope of the written test will include written questions on mathematics, spelling, grammar, verbal analogy, science, history, social studies and other related subjects to the duties of Service Department Operator in the Louisville Public Works Department. **A minimum score of seventy percent (70%) is required for a passing score.** The written test will equal one hundred percent (100%) of the examination grade.

TO BE ELIGIBLE TO TAKE THIS EXAMINATION, CANDIDATE MUST HAVE KNOWLEDGE OF OPERATION AND MAINTENANCE OF MODERATELY COMPLEX CONSTRUCTION, EXCAVATION, AND ROAD MAINTENANCE EQUIPMENT. KNOWLEDGE OF WATER, SANITARY SEWER AND STORM SEWER INSTALLATION AND REPAIR.

Salary range for the position of Service Department Operator is \$18.29 - \$32.17 per hour, and as a full-time employee a Service Department Operator is eligible to receive the following benefits:

| | |
|---|---------------------------|
| Life Insurance | Twelve (12) Paid Holidays |
| Hospital/Major Medical Insurance | Sick Leave Benefits |
| Prescription Drug Insurance | Vacation Allowance |
| Dental and Optical Insurance | Uniform Allowance |
| Longevity Pay Plan | |
| Three (3) Personal Days per Year Deducted from Sick Leave | |
| Public Employee Retirement System (PERS) | |

General applicant requirements are as follows:

1. Citizen of the United States on or before date of appointment.
2. Good moral character and excellent physical and mental condition.
3. Minimum age of eighteen (18) to be attained on or before the date of the examination.
4. Vision corrected to 20/20 and meeting visual standards with respect to visual acuity, depth perception and color vision.
5. Must pass physical examination given by a licensed physician designated by the City of Louisville.
6. Must possess a high school diploma or equivalency.
7. Must secure and maintain a minimum Commercial Driver's License (CDL) within six (6) months of hire date.
8. Must have knowledge of operation and maintenance in construction, excavation and road maintenance equipment. Knowledge of water, sanitary sewer and storm sewer installation and repair.

Applicants to be appointed may be required to undergo a screening process including, but not specifically limited to, a background investigation to be conducted by the Louisville Police Department. Applicants must not be receiving a disability pension.

A VALID OHIO OPERATOR'S LICENSE WILL BE REQUIRED AS POSITIVE IDENTIFICATION FOR ALL APPLICANTS AT ALL STAGES OF THE TESTING PROCESS.

REGISTRATION:

Applications for the position of Service Department Operator may be obtained at Louisville City Hall, 215 South Mill Street, Louisville, Ohio, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday or on the city website at www.louisvilleohio.gov. Each applicant must obtain and file their application and register in person with the City Clerk or designee no later than 4:00 p.m. Monday, December 9, 2024

In the event of a tie score on the examination, the registrant with the earliest registration date or time will be given the higher rank.

Copies of the following documents **MUST** be provided by the applicant at the time of application in order to be eligible to take the exam:

1. Copy of Birth Certificate
2. Copy of High School Diploma or Equivalency
3. A Valid Ohio Operator's License

Copies of the following documents must be provided by the applicant at the time of application in order to allow the credit percentage points with a passing grade:

1. Proof of U.S. Military Service (DD214)
2. Proof of accredited college attendance – official college transcripts

The passing score of the Service Department Operator written examination is seventy percent (70%). No more than a total of twenty (20) credit percentage points of the passing grade shall be allowed.

Extra credit percentage points to be added to a passing grade must be supported by the following documents and received by the application deadline of Monday, December 9, 2024 at 4:00 p.m.:

1. Proof of active duty in a branch of the United States military service (Form DD214) (additional five percent (5%) of passing grade).
2. Proof of accredited college attendance as recognized by the U.S. Department of Education, **by official transcript only. Verification of degree from accredited academic institute listing degree forwarded directly to Secretary of Civil Service from the college or university** (additional three percent (3%) of passing grade for Associate Degree, additional six percent (6%) for Bachelor's Degree and additional ten percent 10% for Masters Degree).

EQUAL EMPLOYMENT

All qualified applicants will receive consideration without regard to race, color, religion, gender, marital status, age, national origin, ethnic heritage, sexual orientation, military status or disability.

RATING

Your name will be placed on a list of eligibles upon receiving a passing grade and appointments shall be in accordance with the Ohio Revised Code and the Louisville Civil Service Rules and Regulations.

DUTIES

A Service Department Operator shall be responsible for the efficient operation of his or her assignment in conformity with established law procedures and policies of the City of Louisville and State of Ohio.

BY ORDER OF THE LOUISVILLE CIVIL SERVICE COMMISSION 10-24-2024

PART B
APPLICATION FOR CITY OF LOUISVILLE SERVICE DEPARTMENT OPERATOR

TO THE APPLICANT:

Thank you for the interest you have shown in becoming a Service Department Operator for the City of Louisville, Ohio. Undoubtedly, you have many questions about the examination and hiring process in which you are about to participate. This narrative is intended to give you a basic overview.

There are two (2) phases to the selection process. Phase I begins with the submission of this application to the Civil Service Clerk by Monday, December 9, 2024 at 4:00 p.m. **Applications or credit materials WILL NOT be accepted after the deadline.** A written examination will be administered on Thursday, December 12, 2024 at 6:00 p.m. at the Louisville Constitution Center located at 1022 West Main Street, Louisville, Ohio. You **MUST** pass the written examination with a minimum score of 70% to proceed to the next step which is Phase II.

The Civil Service Commission will certify for Phase II all applicants who have completed the above process and passed the examination. This will complete Phase I.

Phase II begins with a formal request from the City Administration to employ a Service Department Operator. The City Clerk will forward the appropriate number of names of the highest scoring candidates to the Administration. Highest score is determined by your grade on the written test and the number of points you receive for military service, and educational attainment. Eligible candidates will be required to undergo a screening process which could include, but not limited to, a personal interview, a background investigation conducted by the Louisville Police Department, and a medical examination. If appointed to the position of Service Department Operator, you could be required to submit to a polygraph examination and/or drug analysis testing during the course of your employment as a Service Department Operator with the City of Louisville.

DISQUALIFICATION

You will be disqualified from the selection process if you fail to pass the written examination, interview, medical examination, psychological examination or the polygraph examination, if administered.

In addition, you must meet the qualifications given below. A police investigation will be conducted.

You must be at least 18 years of age on or before the date of examination.

You must possess a valid State of Ohio driver's license.

You must be a high school graduate or possess a GED.

You must be a United States citizen on or before the date of appointment.

CAUTION: YOU WILL BE DISQUALIFIED AT ANY TIME DURING THE SELECTION PROCESS IF IT IS FOUND THAT YOU . . .

HAVE MADE FALSE STATEMENTS OF ANY MATERIAL, FACT OR PRACTICE OR ATTEMPTED TO PRACTICE ANY DECEPTION OR FRAUD IN YOUR EXAMINATION OR IN ESTABLISHING YOUR ELIGIBILITY.

INSTRUCTIONS

All answers must be in ink in the handwriting of the applicant or typewritten. Read carefully and answer **EVERY** question. Your responses to questions will not necessarily disqualify you from consideration. Falsification of information will disqualify you. Your answers should be complete and accurate to the best of your knowledge. Applicant must return this form **IN PERSON**. Persons who want to claim additional credit **MUST** submit appropriate documentation at the time of filing of this application.

1. NAME IN FULL _____
(LAST) (FIRST) (MIDDLE)
2. ADDRESS _____
(NUMBER AND STREET) (CITY AND ZIP CODE)
3. PHONE NUMBER(S) _____
4. EMAIL ADDRESS _____
5. ARE YOU A UNITED STATES CITIZEN? _____

IF NOT A UNITED STATES CITIZEN DO YOU HAVE THE RIGHT TO REMAIN
IN THE UNITED STATES? _____ IF NO, EXPLAIN

6. ARE YOU 18 YEARS OF AGE OR OLDER? _____
7. DO YOU POSSESS A VALID STATE OF OHIO DRIVER'S LICENSE OR
COMMERCIAL DRIVER'S LICENSE (CDL)? _____
8. HAVE YOU HAD ANY MILITARY SERVICE? IF SO, GIVE DATE OF
ENLISTMENT, TYPE AND DATE OF DISCHARGE, HIGHEST RANK ATTAINED
(DD214 MUST ACCOMPANY THIS APPLICATION) _____

9. CIVIL SERVICE LAW PROHIBITS CLASSIFIED EMPLOYEES FROM HOLDING
PUBLIC OFFICE. DO YOU HOLD ANY OFFICE OF THIS TYPE AT THE
PRESENT TIME, SUCH AS PRECINCT COMMITTEE PERSON?

10. HOW DID YOU FIND OUT ABOUT THIS JOB OPPORTUNITY?

- NEWSPAPER/RADIO FRIEND/RELATIVE
 CIVIL SERVICE ANNOUNCEMENT OTHER
 SOCIAL MEDIA

11. GIVE A COMPLETE STATEMENT OF YOUR EXPERIENCE WITH OPERATION AND MAINTENANCE OF MODERATELY COMPLEX CONSTRUCTION, EXCAVATION, AND ROAD MAINTENANCE EQUIPMENT.

12. GIVE A COMPLETE STATEMENT OF YOUR EXPERIENCE WITH WATER, SANITARY SEWER, AND STORM SEWER INSTALLATION AND REPAIR.

13. GIVE A COMPLETE STATEMENT OF YOUR EMPLOYMENT; STARTING WITH YOUR PRESENT EMPLOYER. ALL POSITIONS YOU HAVE HELD SHOULD BE LISTED, TOGETHER WITH COMPLETE INFORMATION AS TO LOCATION, DUTIES, COMPENSATION, ETC.

DATES NAME OF EMPLOYER WAGES DUTIES REASON FOR LEAVING

14. GIVE A COMPLETE STATEMENT OF YOUR EDUCATION.

NAME OF SCHOOL

CITY

DATES

GRADUATE
YES NO

HIGH SCHOOL

COLLEGE/UNIVERSITY

OTHER

DEGREE _____ MAJOR _____ MINOR _____

USE THE SPACE BELOW TO COMPLETE ANY ANSWERS REQUIRING MORE SPACE THAN IS AVAILABLE. PLEASE NUMBER YOUR ANSWERS CORRESPONDING TO THE QUESTIONS YOU ARE COMPLETING.

CERTIFICATION OF APPLICANT

I HEREBY CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS IN THIS APPLICATION, AND ALL OF MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF (ANY APPLICANT WHO INTENTIONALLY MAKES A FALSE STATEMENT, OR WHO PRACTICES FRAUD IN THE FILLING OUT OF THIS APPLICATION, WILL BE REFUSED APPOINTMENTS, OR IF ALREADY APPOINTED, WILL BE DROPPED FROM THE DEPARTMENT'S ROLLS).

I CERTIFY THAT I HAVE COMPLETELY READ THIS APPLICATION FORM AND THE EXAMINATION ANNOUNCEMENT AND THAT I UNDERSTAND OR HAVE HAD EXPLAINED TO MY SATISFACTION, THE SELECTION PROCESS AND QUALIFICATIONS FOR APPOINTMENT TO THE POSITION OF SERVICE DEPARTMENT OPERATOR WITH THE CITY OF LOUISVILLE, OHIO.

SIGNATURE OF APPLICANT _____

DATE _____

RECEIVED BY _____ DATE _____ TIME _____

AUTHORITY FOR RELEASE OF INFORMATION

To Whom It May Concern:

I hereby authorize any investigator or duly accredited representative of the City of Louisville, Ohio, bearing this release, or a copy thereof, within 30 months of its date, to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, employment related information, personal history, disciplinary, arrest and conviction records, I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Louisville, Ohio, and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply with this authorization. Should there be any question as to the validity of this release, you may contact me as indicated below:

SIGNATURE (FULL NAME) _____

FULL NAME (PRINTED) _____

DATE _____

OTHER NAMES USED _____

CURRENT
ADDRESS _____

TELEPHONE
NUMBER _____

Effects of Nondisclosures

Furnishing the requested information is voluntary, but failure to provide all or part of the information may result in a lack of further consideration for employment, clearance or access, or in the termination of your employment.