

Vandalia Parks and Recreation Department
2017-18 Applicant Information
Maintenance Technician

The City of Vandalia, known for its impeccable grounds and facilities, is seeking a skilled, energetic, quality-conscious facilities professional to join its outstanding Parks and Recreation team.

Maintenance Technicians perform a variety of duties, as follows:

- Repair and maintenance tasks in City offices and buildings to include HVAC, plumbing, electrical, masonry, painting, carpentry, masonry and light construction.
- Mowing, trimming, general landscaping, litter pick-up, trash removal, blacktop work;
- Operation and maintenance of City-owned equipment and vehicles to include hand and power tools, mowers, trimmers, chain saws, chipper, tree pruners, leaf vac., pickup truck, etc.
- Maintenance of the municipal swimming pool
- Snow and ice removal from city facilities, walkways, and parking areas
- Occasional custodial tasks
- Many other tasks as needed

Vandalia serves a growing, progressive community situated in the northeastern portion of Montgomery County. The community has a diverse commercial and industrial base, with a residential population of approximately 15,000.

SALARY AND BENEFITS

The successful candidate will start their career with Vandalia at a pay rate of \$17 per hour. Vandalia uses a Merit Based Compensation Structure. Employees are evaluated and considered for merit-based increases annually on their anniversary of employment. Please see the attached sheet for information on Full Time Employee Benefits.

MINIMUM QUALIFICATIONS

- ◆ Candidates must be at least 18
- ◆ Possess a high school diploma or GED
- ◆ Possess a valid State of Ohio vehicle operator's license. (Those with a current, **valid Class A Commercial Driver's License** may receive preference.) Those *without* a Class A Commercial Driver's License would be required to attain one within six months of employment.
- ◆ Reside within Montgomery or an adjacent county to include Butler, Warren, Greene, Clark, Miami, Darke or Preble upon appointment.
- ◆ Substantial knowledge and experience in grounds and turf maintenance, landscaping, snow removal, light construction, operation of tractors, mowers, jack hammers and similar construction equipment.
- ◆ Obtain satisfactory scores on all phases of the qualification process, including oral interviews, practical assessments, background check, physical exam and drug screen.

ADDITIONALLY

- ◆ The position requires a Commercial Pesticide Applicator's License in Ornamentals within 12 months of hire.
- ◆ Those with formal training and demonstrated experience in skilled trades--painting, plumbing, carpentry and electrical—may be considered first.

TESTING PROCEDURES AND QUALIFICATION PROCESS-ELIGIBILITY LIST

The process for establishing a provisional eligibility register for the position of Maintenance Technician is as follows:

Phase 1. **Timely Submission of a Preliminary Application**

Deadline for submission of applications is Wednesday, January 17, 5 p.m. Candidates' credentials will be assessed and scored and a provisional eligibility register will be established, containing the names of all applicants scoring at least **70%**. The provisional eligibility register shall have a term of twelve months, unless

otherwise specified by the Vandalia Civil Service Commission.

Phase 2. First Oral Interview

Selected applicants will receive notification to appear for the First Oral Interview and a short written exercise. The First Oral Interview review board will be made up of at least two Parks and Recreation employees and the Assistant to the City Manager and/or others as may be designated. Candidates must pass the interview with a score of at least **80%** to continue in the qualification process.

Phase 3. Practical Assessment

Up to 10 applicants who pass the First Oral Interview and achieve a minimum passing score of 80% will receive notification to present themselves for a practical assessment. This assessment will be scored on a pass/fail basis and will include vehicle and equipment operation; physical strength, coordination and agility; problem solving and the like.

Phase 4. Second Oral Interview

The top 5-scoring applicants from the First Oral Interview who also pass the Practical Assessment will receive notification to present themselves for the Second Oral Interview. The interview board will be comprised of the City Manager or his designee, the Parks and Recreation Director and the Facilities Superintendent. Participants in the second interview must achieve a minimum passing score of **80%** to continue in the qualification process.

On each interview, all candidates will be asked a uniform set of questions that seek to measure specific attributes. All answers will be uniformly rated and recorded on a standardized form by each member of the oral interview boards.

The scores from the First and Second Interviews will be combined and averaged and candidates will be ranked according to final score. From the top 5 candidates, the City Manager will select one or more candidates to continue in the qualification process.

*Names of any eligible candidates who were not called for the first interview or who successfully **passed** the first interview, but did not score high enough to continue to the final interview, will be kept on file for a minimum of twelve months in the event the qualification process is reopened or additional vacancies occur.*

THE FOLLOWING PHASES ARE PASS/FAIL

One candidate, selected by the City Manager from among those successfully completing the first four phases of the process, will proceed to the last phases of testing. Should a candidate fail any of the final phases, (an)other candidate(s) from among those remaining will be chosen to advance.

Phase 5. A Thorough Background Investigation

At a minimum, the investigation will include:

- A. Verification of the candidate's qualifying credentials
- B. Driver's License Check
- C. A Nationwide Criminal History Check
- D. An interview with at least three professional references
- E. Verification and review of previous employment history

Phase 6. A Medical Examination

A medical examination of each candidate will be conducted after a conditional offer of employment, but prior to actual appointment to probationary status. This examination is to identify any medical problems that might inhibit work performance, shorten a career or contribute to work-related disabilities. **A DOT drug screen will be included in this examination.**

APPLICANT DISQUALIFICATION AND RE-APPLICATION

The following occurrences ---revealed at any time throughout the qualification process--could result in rejection of an applicant's candidacy:

- Lacks any of the minimum requirements established for the position.
- Makes a false or misleading statement or omission of any information or fact.
- Practiced or attempted to practice any deliberate deception or fraud in their application or in their examination, in establishing their eligibility, or securing their appointment.
- Uses, threatens or attempts to use political influence in securing employment.
- Is unable to perform the essential functions of the job with or without reasonable accommodation.
- Is addicted to the habitual use of intoxicating liquors or drugs or uses them to excess.
- Has a pattern of poor work habits and performance with previous employers.
- Has failed to submit their application correctly or within the prescribed time limit.
- Has a poor driving record.
- Has numerous debts.
- Has been convicted of a felony, a serious misdemeanor, or infamous or notoriously disgraceful conduct.
- Has been dismissed from public service or other employment for delinquency or misconduct.
- Has unsatisfactory report of character investigation or personal habits.
- Does not possess or cannot obtain necessary license, certification, bonding, or other requirements.

It is IMPERATIVE that candidates provide honest information in EVERY phase of the qualification process.

Candidates not eligible for appointment to probationary status or not appointed to probationary status as a result of any portion of the qualification process shall be informed, in writing, of the reason within 30 calendar days.

Re-application, re-testing and re-evaluation of candidates not appointed to probationary status shall be governed by procedures provided in the City of Vandalia's Personnel Policies and Procedures. Generally, due to the infrequency of recruiting efforts, there are no limitations on re-application.

The appointment of a new employee shall not be deemed complete until successful completion of a probationary period of 12 months of actual service.

**The City of Vandalia is an Equal Opportunity Employer and ADA Compliant.
Women and Minorities are Encouraged to Apply**