

## **Vandalia Public Works Department**

### **Public Works Technician**

The City of Vandalia is seeking a skilled professional to join its multi-skilled Public Works team.

Vandalia Public Works Technicians perform a variety of duties, as follows:

- Construction, maintenance and repair of streets, curbs and sidewalks, catch basins, manholes, water, sewer, street and storm drainage.
- Operation and maintenance of trucks and power construction and maintenance equipment---inspecting, maintaining, loading, hauling and unloading trash, leaves, gravel, salt, asphalt and concrete.
- Mowing, trimming, plowing snow
- Miscellaneous tasks ---guardrail installation and repair, opening and closing of graves, pick-up and disposal of dead animals, collection of large trash, painting and installation of traffic control markings and devices.

The City of 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 \$17.89 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**

- ◆ 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 with tanker endorsement** will receive preference.) Those *without* a Class A Commercial Driver's License with tanker endorsement must 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.
- ◆ Obtain satisfactory scores on all phases of the qualification process, including oral interviews, practical assessments, background check, physical exam and drug screen.

#### **PREFERRED QUALIFICATIONS**

- ◆ Those with any of the following will receive preference:
  - One to two years' recent, successful employment in outdoor work, vehicle and equipment operations and/or the performance of heavy labor for extended periods of time. Construction, excavation, or previous related trade experience.
  - EPA water and wastewater certifications
  - Recent successful public works experience
  - Demonstrated knowledge of public works/utility construction and maintenance practices and materials used in street, water and sewer work.
  - Demonstrated skill in operating tools and equipment such as tractors, backhoe, loader, paver, grinder, roller, trencher, bucket truck, skid loader, etc.

## TESTING PROCEDURES AND QUALIFICATION PROCESS-ELIGIBILITY LIST

The process for establishing a provisional eligibility register for the position of Public Works Technician:

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

Applications are available on our website, [www.vandaliaohio.org](http://www.vandaliaohio.org) or at the Vandalia Municipal Building, 333 James E. Bohanan Memorial Drive. Completed applications must be returned to the Municipal Building in person or by mail for receipt no later than Monday, March 11, 5 p.m. Applications arriving after March 11 will not be considered. 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. The First Oral Interview review board will be made up of at least two Public Works 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 **75%** to continue in the qualification process.

### Phase 3. **Second Oral Interview**

As many as 10 of the top scoring applicants from the First Oral Interview 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 Public Service Director and the Public Works Superintendent. Participants in the second interview must achieve a minimum passing score of **75%** 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 or were not called 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

**The selected candidate(s) will proceed to the last phases of testing. Should any candidate fail to pass any of the remaining phases, others will be selected to advance.**

### Phase 4. **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 of a candidate's previous employment history

### Phase 5. **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.***

### **APPLICATION INSTRUCTIONS:**

The following documents are needed for consideration: Application and Resume. This information can be:

**Emailed:** to [sdewberry@vandaliaohio.org](mailto:sdewberry@vandaliaohio.org).

**Mailed:** City of Vandalia, 333 James E. Bohanan Memorial Drive, Vandalia OH 45377

**Faxed:** 937-989-6117

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