CITY OF OREGON CIVIL SERVICE ANNOUNCEMENT
OPEN COMPETITIVE EXAMINATION FOR POSITION OF
MAINTENANCE TECHNICIAN

Date & Time: Saturday, May 14, 2022 9:30 am

Place: City of Oregon Council Chambers, 5330 Seaman Road, Oregon, Ohio

Applications: Must be filed at the office of the Civil Service Commission, Oregon Municipal Complex, 5330 Seaman Road, Oregon, Ohio from Monday, April 25 – May 6, 2022, during regular business hours. Application forms are available at the City or can be obtained at www.oregonohio.org under Job Opportunities.

Duties & Responsibilities: Under general supervision performs a variety of activities related to the operation, maintenance, and repair of electrical wiring (power supply and circuits) and electronic equipment associated with traffic signals, traffic control system devices, streetlights, city facilities, and other related equipment; performs routine manual labor work required in general city maintenance and repair operations; performs related duties as required.

Typical Duties:
Construct, install, inspect, test, survey, diagnose malfunctions, repair, maintain and adjust the timing of electrical and electronic devices such as traffic signal systems, street lights, lighted street signs, pedestrian modules and other electrical devices, including circuits, controllers, relays, electronic controls, preempt systems, actuation devices, control heads, vehicle detection systems, and control systems. Said duties shall also apply to the operation, maintenance and repair of electrical wiring, power supply and lighting systems of city facilities (buildings, pump stations, etc.).

Operate and maintain electrical instruments and tools, run conduit; pull, splice and terminate wiring, work safely from ladder or hydraulic lift bucket; operate power tools; operate a variety of light, medium and heavy construction and maintenance equipment and vehicles; maintain mechanical equipment and tools, work independently to accomplish electrical wiring, installation, maintenance and repair of a broad range of street and lighting facilities and electronic control devices and systems; read and work from circuit diagrams, blueprints, plans and specifications; work with high voltage circuits in accordance with safety standards; accomplish field emergency repairs and minor adjustments to equipment. Consults with suppliers and/or manufacturer’s representatives on difficult or complicated repair methods. Installs, orders, and replaces traffic signs as required; maintains inventory of traffic signal parts and traffic signs.

Performs routine cleaning, maintenance and/or repairs to streets, driveways, sidewalks, sewers, catch basins, ditches, city right-of-ways, trees, lawns, cemeteries, and buildings; uses shovels, picks and other hand tools in digging operations; sandblasts and/or paints equipment, crosswalks or facilities; sets up barricades and/or detours traffic as needed; performs related duties in each of the assigned work areas.

Operates truck with snow plow attached to clear driveways and roads and to spread salt; operates sewer cleaning equipment and pumps; operates mowers, chain saws, air compressors, jackhammers, and other related equipment as required in the performance of duties; operates vehicles to load, deliver and unload supplies and materials; maintains simple records of work assigned and performed. Provide work direction to subordinate personnel.

Qualifications: High school diploma or G. E. D. certificate—G. E. D. certificate, if applicable, must be presented at time of filing; plus one (1) year experience in the installation, maintenance, repair and construction of electronic control devices and lighting systems with high voltage power supply (480 volt). Must obtain a Class A Commercial Driver’s License (CDL) with airbrakes and tanker endorsement within ninety (90) days of appointment. Must obtain International Municipal Signal Association (IMSA) Work Zone Safety Certification and Level 1 Traffic Signal Certification within one (1) year of
appointment. Must possess valid State of Ohio driver’s license. Must be at least 18 years of age. Post hire/pre-employment physical required.

Veterans’ Preference: Five numerical points will be added to qualified Veterans’ scores who pass the exam. Disabled Veterans who pass the exam will be given an additional 5 points. Proof of service and/or disability, if applicable, must be presented at time of filing.

Salary: $29.55 to $34.83 per hour (7 step pay scale).

Examination: Will be written; handheld calculators are permitted. Picture ID required day of exam. CELL PHONES MUST BE TURNED OFF DURING EXAM.

Vacancies: After posting for AFSCME union bidding, positions will be filled from the eligibility lists resulting from this examination. We anticipate one opening.

Civil Service Commission, City of Oregon
Position Applied For: **Maintenance Technician**  
Date of Application: / /  

Please take your time in filling out this employment application. The quality and completeness of the information provided will be factored into the city’s hiring decision.

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status or the presence of a non-job-related medical condition or disability. You may exclude from this application any responses which indicate race, color, religion, sex, national origin, disability, age or ancestry.

First Name:  
Last Name:  
M.I.:  

Street Address:  
Apt. #:  

City/State:  
Zip Code:  

Telephone:  
Soc. Sec. No.:  

Cell:  
Email:  

List all previous addresses in the past twenty years:


Do you know of any reason why you would not be able to perform the substantial and material elements of the job for which you are applying? Yes _____ No _____ If yes, please explain.

Have you ever been employed here before? Yes _____ No _____ If yes, give dates  

Are you employed now? Yes _____ No _____ If yes, may we contact your present employer?  

On what date would you be available for work?  

No person shall be eligible for appointment who has been convicted of a felony or any other crime that may, in the view of the Civil Service Commission, comprise an abuse of the public trust. All applicants must pass a background and/or credit check to make this determination.

Professional License or Certificate:  
Date ____________ Title ____________ # ____________  

Issued by ____________ Expiration Date ____________  

NOTE: If you may ever have an occasion to drive city vehicles, an Ohio Department of Highway Safety—Request for Abstract of Driving Record will be requested from the Bureau of Motor Vehicles.

Driver’s License: Do you have a valid Driver’s License? Yes _____ No _____ License # ____________  

How many points do you have on your Driver’s License at the time you filled out this application ____________  

Do you have a valid Commercial Driver’s License: Yes _____ No ____ License # ____________ Class (A, B or C)  

Is your CDL restricted to vehicles without air brakes (#L)? Yes _____ No _____  

Revised 3/2016
### Employment Experience

Start with your present job. Include military service assignments and volunteer activities. Exclude organization name which indicate race, color, religion, sex, national origin, disability, age or ancestry.

<table>
<thead>
<tr>
<th>1. Employer Name/Address:</th>
<th>Telephone: ( )</th>
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<tbody>
<tr>
<td>Supervisor:</td>
<td>Job Title &amp; Duties</td>
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<tr>
<td>Hourly □ Salary □ Starting Wage: Ending Wage:</td>
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<tr>
<td>Dates Employed: From: / / To: / /</td>
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<td>Reason for leaving:</td>
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<tr>
<td>Reason for leaving:</td>
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### EDUCATION

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<thead>
<tr>
<th>School Name</th>
<th>Elementary</th>
<th>Circle one: High School Diploma or GED</th>
<th>College/University</th>
<th>Graduate/Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years Completed</td>
<td>4 5 6 7 8</td>
<td>9 10 11 12</td>
<td>1 2 3 4</td>
<td>1 2 3 4</td>
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<tr>
<td>Diploma/Degree (Describe Course of Study)</td>
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<tr>
<td>Describe Special Training, Apprenticeship, Skills &amp; Extra Curricular Activities</td>
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<td>Honors Received:</td>
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**Special Skills and Qualifications (Acquired from employment or other experience):** Also summarize computer skills and knowledge of various software.

State any additional information you feel may be helpful to us in considering your application (include professional, trade, business or civil activities and offices held). You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap, or other protected status.

The minimum age for employment with the City of Oregon is 18 years of age. Can you meet this requirement? Yes □ No □

If applying for the position of Police Officer or Fire Officer, the minimum age is 21 years. Can you meet this requirement? Yes □ No □

Are you a Veteran: Yes □ No □

(If yes, you must provide a copy of DD-214 to show proof of service. If you successfully pass the exam, and have shown proof of service, prior to taking the exam, you will be given 5 additional points. If you show proof of a service related disability prior to taking the exam and successfully pass the exam, you will receive an additional 5 points. A total of 10 points may be granted for both proof of service and disability.)

Do you need any special accommodations for taking this exam? Yes □ No □

If yes, please explain.

Revised 6/2008
REFERENCES

Give name, address, and telephone numbers of three references who have known the applicant for at least one year, and who are at least 21 years of age. Do not use the name of past employers, relatives or City of Oregon employees.

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS</th>
<th>TELEPHONE (Evening and Daytime)</th>
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<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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Give name, address, and telephone numbers of three work related references.

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<tr>
<td>2.</td>
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<td>3</td>
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SPECIAL ACCOMMODATIONS

Anyone who has a disability that needs special accommodations for testing must contact the Civil Service office no later than 72 hours prior to the test to see if arrangements can be made.

Revised 6/2008
APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision which may include conducting a Criminal Record Check. I understand that this application is not, and is not intended to be, a contract of employment. In the event of employment, I understand that false or misleading information or material omission given in this application or an interview to follow, may result in my discharge whenever it is discovered. I understand, also, that I am required to abide by all rules and regulations of the City of Oregon. I have read the qualifications and can meet the age requirements as set forth herein.

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? (Proof of citizenship or immigration status will be required upon employment.) Yes ☐ No ☐ If yes, please explain.

I understand a post-hire, pre-employment physical examination and a drug and alcohol screen will be required after appointment.

I understand a credit check may be required, the results of which may have an impact on my eligibility to be employed by the City of Oregon.

I understand a positive pre-hire drug screen will discharge me from further consideration for employment with the City of Oregon or cause me to be terminated as a city employee.

The City of Oregon established a drug-free workplace policy in accordance with the Drug-Free Workplace Act of 1988. I understand that all employees of the City of Oregon are required to sign this policy as a condition of employment.

I understand that I must sign a full release of information statement as a condition of my employment with the city for the purpose of verifying the information I have provided on this application.

Date: / / Applicant’s Signature: 

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THIS SECTION IS FOR OFFICE USE ONLY — DO NOT WRITE BELOW THIS LINE

Grade: Standing: ACCEPTED ☐ REJECTED ☐

By: ___________________________ Date: / / Civil Service Commissioner

Revised 9/2010
CITY OF OREGON, OHIO
AUTHORIZATION FOR RELEASE OF INFORMATION AGREEMENT

APPLICANT’S NAME: ________________________________

ADDRESS: _______________________________________
CITY: __________________ STATE: _____ ZIP: ______

PHONE NUMBERS: HOME: __________ WORK: _______ CELL: _______

SOCIAL SECURITY NO.: ________________________________ DATE OF BIRTH: ______

TO WHOM IT MAY CONCERN: I am an applicant for the position of Maintenance Technician with the City of Oregon, Ohio. The City of Oregon and its Police Division need to investigate my employment background and personal history to evaluate my qualifications for the position for which I applied. This information will allow the City of Oregon to appropriately and independently verify the information I provided on my job application. It is in the public’s interest that all information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any duly assigned representative of the City of Oregon bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon the request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the City of Oregon, whether said records are of a public, private, or confidential nature. The intent of this authorization is to give my consent for a full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of a background investigation that may provide pertinent data for the City of Oregon Police to consider in determining my suitability for employment by the City of Oregon as Maintenance Technician. It is my specific intent to provide access to my personnel information, however, personal or confidential it may appear to be.

I consent to your release of any and all public and private information concerning me, my work record, my background and reputation, my military service awards, educational records, my financial status, my criminal history record including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievance filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil in which I presently have, or have had an interest, attendance records, and any internal investigations and discipline, including any files deemed to be confidential, and/or sealed.

I hereby release you, your organization and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you as the custodian of such records, including its officers, employees, or related personnel, both individually and collectively, for any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request for the release of information, or any attempt to comply with it, I direct you to release such information upon request of a duly accredited representative of the City of Oregon regardless of any agreement I may have made with you previously, to the contrary. The City of Oregon may discontinue processing my application if I refuse to disclose the information requested.

For and in consideration of the City of Oregon acceptance and processing of my application for employment, I agree to hold The City of Oregon, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the City of Oregon. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the appropriate authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that the information furnished will be used by the City of Oregon in conjunction with employment procedures.

A photocopy or FAX-copy of this release form will be valid as an original thereof, even though the said photocopy or FAX-copy does not contain an original writing of my signature.

This waiver is valid for a period of 12 months from the date of my signature.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request.

Date: ________________

Signature: _________________________________

MUST BE SIGNED IN THE PRESENCE OF A NOTARY

SWORN AND SUBSCRIBED BEFORE ME THIS

_________________________ 20________

DAY OF ________________________

MY COMMISSION EXPires ______________

NOTARY: ________________________________________
### CITY OF OREGON

**Classification No. 3144**

**Maintenance Technician**

**Date** 07/1986  
**Ord.** 090-1986  
**Date** 04/2007  
**Rev. Ord.** 065-2007  
**Date** 06/2019  
**Rev. Ord.** 069-2019

**POSITION FUNCTION:** Under general supervision, performs a variety of activities related to the operation, maintenance and repair of electrical wiring (power supply and circuits) and electronic equipment associated with traffic signals, traffic control system devices, streetlights, City facilities and other related equipment; performs routine manual labor required in general City maintenance and repair operations; provides work direction to others; performs related duties as required.

<table>
<thead>
<tr>
<th>JOB RESPONSIBILITIES</th>
<th>KNOWLEDGE, SKILLS AND ABILITIES</th>
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<tbody>
<tr>
<td>Performs construction, installation, maintenance and repairs of, but not limited to, electrical and electronic devices such as streetlights, traffic signals and pedestrian modules.</td>
<td>Knowledge of, but not limited to, solid state circuitry, vehicle detection systems, relays, timers, time clocks, signal light indicators and pedestrian signals, microprocessor based controllers, spread spectrum radio systems and networked computer systems.</td>
</tr>
<tr>
<td>Performs installation, maintenance and repairs of electrical wiring, power supply and lighting systems of City facilities.</td>
<td>Knowledge of materials, methods and equipment used in the reinstallation, operation, maintenance and repair of traffic control, lighting and power supply systems.</td>
</tr>
<tr>
<td>Operates and maintains electrical tools and instruments.</td>
<td>Knowledge of pertinent electrical codes.</td>
</tr>
<tr>
<td>Operates and maintains a variety of heavy construction and maintenance equipment and vehicles.</td>
<td>Knowledge of hazards and safety standards, precautions and requirements, highway traffic safety, signals and lighting systems and electrical and electronic control devices.</td>
</tr>
<tr>
<td>Reads and works from circuit diagrams, blueprints, plans and specifications.</td>
<td>Skill in trouble shooting and repairing defects in wiring, electronic and electrical equipment.</td>
</tr>
<tr>
<td>Works with high voltage circuits in accordance to safety standards; accomplishes field emergency repairs and minor adjustments to equipment.</td>
<td>Skill in reading and understanding specifications, drawings, diagrams, electrical codes and standards for traffic control devices.</td>
</tr>
<tr>
<td>Consults with suppliers and/or manufacturer's representatives on difficult or complicated repair methods.</td>
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Performs installation, ordering and/or replacement of traffic signs.

Maintains inventory of traffic signal parts and traffic signs. Operates snowplow, sewer cleaning equipment, pumps, mowers, chainsaws, air compressors, jackhammers and other related equipment, as required in the performance of duties.

Operates vehicles to load, deliver and unload supplies and materials.

Performs routine cleaning, maintenance and/or repairs to City streets, driveways, sidewalks, sewers, catch basins, ditches, City right-of-ways, trees, lawns, cemeteries, traffic signs, buildings, water distribution system and other related areas.

Provides work direction to others and maintains simple records of work assigned and performed.

Performs related duties as required.

Ability to use own initiative in resolving problems related to equipment maintenance and repair.

Ability to understand and follow written and verbal instructions.

Ability to communicate in a clear and concise manner, orally and in writing.

Ability to understand and follow verbal and written instructions.

Ability to establish, schedule, coordinate and perform a preventative maintenance program.

Ability to provide work direction and guidance to others.

Ability to perform manual labor work activities.

Ability to maintain records and prepare routine reports.

Knowledge of computers and software such as spreadsheets, word processing and databases.

TRAINING AND EXPERIENCE REQUIREMENTS:

High School Diploma or G.E.D. and one (1) year experience in the installation, maintenance, repair and construction of electrical control devices and lighting systems with high voltage power supply (480 volt). Valid driver’s license and the ability to obtain a Class A Commercial Driver’s License (CDL) with airbrakes and tanker endorsement within ninety (90) days of appointment. Must obtain International Municipal Signal Association (IMSA) Work Zone Safety Certification and Level 1 Traffic Signal Certification within one (1) year of appointment. In exchange for the minimum requirements, the City will also consider any combination of education, training, and experience that will provide the necessary knowledge, skills, and abilities to adequately perform the essential functions of the job.