CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 4/12/13 de ANNOUNCEMENT NO. 24

ELECTRICAL SAFETY INSPECTOR I (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 **$14.83 - $24.60** 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, APRIL 26, 2013 UNTIL 4:30 P.M. ON THURSDAY, MAY 2, 2013.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, MAY 2, 2013.

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

EXAMINATION INFORMATION

TYPE: **EXPERIENCE EVALUATION: Applicant's grade will be determined based on Education and Experience found in Resume. 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 RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.**

DUTIES OF THE POSITION

Under the supervision of the Commissioner of Code Enforcement, makes inspections of residential and commercial buildings and structures for the purposes of ensuring compliance with laws, ordinances, rules, and regulations relating to the design, installation, maintenance, alteration, repair, relocation, replacement, addition to, use, and inspection of electrical components, equipment and systems used in buildings and structures. Performs related duties as required that pertain to enforcement of the Cleveland Housing Code, Cleveland Building Code, Ohio Building Code, Residential Code of Ohio, and the National Electric Code. Follows all operations and safety policies and safe work practices. 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:

(Note: this classification utilizes the working titles of Electrical Safety Inspector I, II, III, or IV depending on the certifications held. Also, employees must be in each level at least one year before going on to the next level.) A High School Diploma or GED is required. One of the following is required: (1) Must be a Journeyman Electrician or equivalent for four years, two as an Electrician Unit Leader, and two years as a building department ESI trainee; (2) Must be a Journeyman Electrician or equivalent for four years and three years experience as a building department ESI trainee; (3) Must have four years experience as a building department ESI trainee; (4) Must be a Journeyman Electrician or equivalent for six years; or (5) Must be an Electrical Engineer registered in the State of Ohio. A valid State of Ohio Driver's License is required. State of Ohio Board of Building Standards (OBBS) certification as an Electrical Safety Inspector certification is required and must be maintained throughout employment. (Substitution: An OBBS Interim Electrical Safety Inspector or an OBBS Electrical Safety Inspector Trainee Certification may substitute for Electrical Safety Inspector.)

NOTE: **Applicants will be required to pay a $10.00 (TEN DOLLARS) filing fee payable in cash or money order (no checks). 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.**

AN EQUAL OPPORTUNITY EMPLOYER