APPROVED C.S.C MINUTES 5/10/13 de **ANNOUNCEMENT NO. 36**

AIRPORT MAINTENANCE SUPERINTENDENT – (Custodial) (NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE 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 $20,092.80 to $63,135.10 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available 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, MAY 24, 2013 UNTIL 4:30 P.M. ON THURSDAY, JUNE 20, 2013.**

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, JUNE 20, 2013.

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

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on Education and Experience found in Resume.

NOTE: 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 general supervision, coordinates and oversees the activities of one of the airport maintenance sections including Building Maintenance, Field Maintenance, or Custodial Services. Supervises shift activities and serves as the Manager's back-up in his/her absence. Prioritizes and distributes work orders to section front-line leadership. Assists with developing, managing, and monitoring preventive and other maintenance programs. Orders equipment and supplies, manages requisitions and tallies, and coordinates maintenance activities with outside contractors and City personnel. Assists with developing and implementing policies and procedures. Promotes and ensures compliance with occupational health and safety policies and procedures. Supervises assigned staff's performance. Develops and monitors employee work plans. Counsels, coaches, and instructs employees and prepares performance evaluations. Assists with staff hires, promotions, and disciplines, when appropriate. Promotes and ensures compliance with occupational health and safety policies, procedures, and programs. Performs other job-related duties as required. 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:

A High School Diploma or GED is required. An Associate's Degree in Facilities Management, Real Estate, Hospitality or related discipline from an accredited college or university is required. The equivalent of two (2) years paid full-time experience in housekeeping at an airport, shopping mall, or large hospitality facilities is required. (Substitution: One year of relevant experience may substitute for each year of college education lacking.) Two years of full-time supervisory or team lead experience is also required. A valid State of Ohio Driver's License is required. Proficient oral and written communication skills are required. Certified Housekeeper Executive designation is preferred. Contract preparation knowledge and proficient administrative/computer (Microsoft Office) skills are preferred. Demonstrated ability to manage a large staff at a 24-hour, 7-day a week facility is required. Effective leadership skills are required. Must be able to lift and carry 30 pounds.

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