APPROVED C.S.C MINUTES 5/10/13

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ANNOUNCEMENT NO. 41

MGR OF PARKS MAINTENANCE & PROPERTIES

(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 \$22,332.96 to \$74,106.03 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 administrative direction, manages the operation of an assigned section within the Department of Parks, Recreation, and Properties. Establishes and implements section policies and procedures. Monitors daily operations and coordinates section activities. Conducts public and media relations programs, as necessary. Responds to public complaints and inquiries. Prepares and administers operating and capital budgets. Prepares administrative reports and performs general administrative duties. Evaluates performance of section workers and any outside contractors. Enforces codified ordinances as necessary. 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. A Bachelor's Degree in Horticulture, Landscape Architecture, Urban Forestry, or related field from an accredited four-year college or university is required. Five years of full time paid experience in ground maintenance or related field, three of which are of a supervisory nature, is required. (Substitution: One year of experience may substitute for each year of college education lacking.) A valid State of Ohio Driver's License is required, a Class A CDL is preferred. Excellent verbal, written, and interpersonal skills are required. **The Manager of Urban Forestry Section is required to be an International Society of Arboriculture Certified Arborist.**

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