



Engineering Aide III Recruitment #24-1003-001

Date Opened 3/4/2024 09:00:00 AM

Close Date 4/7/2024 11:59:00 PM

Salary \$29.16 per hour (Grade P17)

Department Water

Job Type Promotional and Open Competitive



Examination Date

Week of April 22, 2024

Civil Service Board Office

371 West Second Street, Lower Level

Dayton, Ohio 45402

****Certified candidates will be sent an email containing specific exam details at a later date.***

In addition to the Civil Service computerized exam, an Oral Exam component will also be conducted. Specific instructions will be given at time of exam. All applicants must complete both components to be considered for placement on the eligible list.

Responsibilities

Inspects, tests and maintains records of construction projects within the City's jurisdiction to ensure that work conforms to plans, specifications and standards. Works from City, State and private engineering firms' drawings

and is in close contact with contractors and City work crews to ensure that quality work is performed. Resolves minor construction problems not covered by plans and specifications, and works as a liaison between City engineers, contractors, and architects.

Minimum Qualifications

Must meet one of the following requirements:

1. Associate's degree in Construction Management, Civil Engineering or a closely related field **AND** have 4 years of experience in government or private construction, surveying, inspection or drafting; **OR**
2. High school diploma or G.E.D. **AND** have 8 years of experience in government or private construction, surveying, inspection or drafting.

Degree must be from a college or university that is accredited by the U.S. Department of Education through the North Central Association of Colleges and Schools Higher Learning Commission or equivalent region.

License Requirements

Must possess a valid driver's license at time of appointment and maintain thereafter as a term and condition of continued employment.

Promotional Qualifications

Must have been permanently employed full-time by the City of Dayton for 6 consecutive months in the classification of Engineering Aide II and be in a current pay grade below 124 (Wage), 29 (Clerical), or equivalent. Identical scores will be broken by (1) seniority and (2) random selection method.

Open Competitive Applicants

Final appointment is contingent upon the applicant passing a job-related medical examination and providing documentary evidence of Employment Authorization and Identity. Identical scores will be broken by a random selection method.

Notes

Examination dates and times are subject to change. Calculators will be provided for the Civil Service examination. Applicants appearing on the Promotional eligible list shall be considered for appointment prior to those on the Open Competitive list. Applicants are responsible for providing all necessary employment dates, experience, training, or any other requirements as stated in the Exam Announcement, in order for their application to be considered for certification and admittance to the examination process.

Background Check

A background investigation is required prior to employment. All candidates must pass any level of background investigation applicable to the position, including current city employees seeking transfer, promotion, demotion, etc. into a classified position.

Drug and Nicotine Testing

Final appointment is contingent upon the applicant passing a drug screen. Applicants offered employment with the City will be required to pass a nicotine screening. Newly hired employees must remain tobacco and nicotine free as a condition of continued employment. The Tobacco and Nicotine Free Hiring Policy does not apply to current City employees.

