



City of Bedford Heights

General Laborers

Notice of Exam



Applicants must:

- Possess a valid driver's license
- Class B CDL required within 1 year
- Be a U.S. Citizen, 18 years or older
- Possess a high school diploma, GED, or equivalent

Pay range: \$44,500⁰⁰ – \$59,238⁴⁰ (\$21.37/hr. – \$28.48/hr.)

plus, full health benefits, pension, vacation, PTO & more! More info in app

Application Information – Application begins on next page.

- Page 3 must be notarized. Civil Service Secretary can notarize it, for free, when app is turned in at City Hall

Submission Instructions: Turn in applications **March 26 – April 14**



1. Turned in at Bedford Heights City Hall, 5661 Perkins Rd
 - Monday-Friday 10am-4:30pm



2. Placed in secure drop box at City Hall's main door (rear of building)
 - weekend/after-hours drop offs

OR



3. Mailed to Civil Service 5661 Perkins Rd Bedford Heights, OH 44146
 - *postmarked on or before April 14, 2023*



Include **\$25 fee** & all documents for **extra credit** with app

- \$25 fee can be: Cash, Check, or Money Order
- If using a Check or Money order, make payable to *The City of Bedford Heights*

Exam Info: to be considered for the position, you must apply, no later than April 14, 2023 and take the civil service test on April 22, 2023

Written Civil Service exam – General Laborers

Time: 8:45am

When: Saturday, April 22, 2023

Where: Bedford Heights Community Center

Location: 5615 Perkins Rd Bedford Heights, OH 44146



Rules of Exam:

- Applicants must **show photo ID** at check-in
- Arrive **at least 15 minutes early** to check-in and be seated
 - No applicant will be permitted in exam room after the designated start time
- Phones/electronics are prohibited – leave phone in vehicle or bin at front table
- Minimum passing score is 70%. Extra credit is awarded if you receive 70% or higher.

Extra Credit Offerings:

Extra credit points awarded for:		Documents to Provide	Points
Education:	4-yr degree	<u>Transcript</u> or copy of diploma/degree	2
	2-yr degree	<u>Transcript</u> or copy of diploma/degree	1
Military:	Service	copy of <u>DD-214</u>	5
Resident:	of Bedford Heights	<u>Occupancy certificate/ lease agreement</u>	1

****More than 1 extra credit may apply, submit docs for each that is applicable****

➡ For questions or info, call Civil Service Secretary at 440-786-3213

**GENERAL LABORER
Civil Service Application**

(check all that apply)

DO NOT WRITE - OFFICIAL USE

\$25.00 Application Fee _____

Information Release Page _____

Extra Credit Adjustment _____

Affirmative Action Page _____

Date _____ Time _____ AM/PM

EXTRA CREDIT OPPORTUNITIES

_____ 4-yr degree- 2 pt. (Transcript)

_____ 2-yr degree- 1 pt. (Transcript)

_____ Honor. Discharge 5 pt (DD-214)

_____ Resident - 1 pt. (Permit / lease)



Civil Service Commission • City of Bedford Heights
Mayor Fletcher D. Berger

Pre-Employment Questionnaire / An Equal Opportunity Employer

PERSONAL INFORMATION

Name (First then Last)		Social Security No. (required) _____ - _____		
Address	Apt. #	City	St.	Zip
Are you 21 years or older? Yes <input type="checkbox"/> No <input type="checkbox"/>		Email Address		
Valid Ohio Driver's License? Yes <input type="checkbox"/> No <input type="checkbox"/>		Contact info:		
License # _____		Cell phone # _____		

DESIRED EMPLOYMENT

Position General Laborer	Date you can start	Salary desired \$ _____
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we inquire of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, after <input type="checkbox"/>	
Ever applied with this city before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department?	When? (mm/yyyy)
Ever worked for this city before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department?	When? (mm/yyyy)
Name of supervisor at this city:		Reason for leaving:

How did you hear about this opening? Please write which channel/source/platform

<input type="checkbox"/> Newspaper _____	<input type="checkbox"/> Radio(station) _____	<input type="checkbox"/> Social Media _____
<input type="checkbox"/> Job Board _____	<input type="checkbox"/> Friend _____	<input type="checkbox"/> Other _____

EDUCATION

School	Name and Location of School	Years Attended	Graduate?	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

FORMER EMPLOYERS List Below **Last Three** Employers, **Beginning** with the **MOST RECENT**.

Name of present or last employer		Job title		
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name	Phone	May we contact your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Description of work				
Reason for leaving				

Name of present or last employer		Job title		
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name	Phone	May we contact your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Description of work				
Reason for leaving				

Name of present or last employer		Job title		
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name	Phone	May we contact your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Description of work				
Reason for leaving				

If you have additional, relative work experience you would like to include, write it on a separate page or attach resume.

REFERENCES Provide names of **three** people you are **NOT RELATED TO** and have **KNOWN AT LEAST ONE YEAR**

	Name	Address/City	Phone	Years Acquainted	Reference Type Professional / Social
1					
2					
3					

PERSONAL HIGHLIGHTS

Please note any special awards, honors, etc. you want us to know

SERVICE RECORD

Branch of Service	Location Stationed
Rank at Discharge	Discharge Date

Authorization • DO NOT SIGN UNTIL in front of a NOTARY PUBLIC

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application will be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the city from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the city has any authority to enter any agreement for employment for any specified period or to make any agreement contrary to the foregoing, unless it is in writing and signed by the mayor.

SIGNATURE_____
DATE

STATE OF OHIO
CUYAHOGA COUNTY, SS:

Sworn to and subscribed before me this _____ day of _____, 20_____.

Signature of Notary Public

DO NOT WRITE ON THIS PAGE ~ INTERVIEWER USE ONLY

Interviewed by:	Date	
Comments		
NEED MODIFICATION?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES (specify)	<input type="checkbox"/> License / Photo ID checked

Interviewed by:	Date	
Comments		
NEED MODIFICATION?		
<input type="checkbox"/> NO	<input type="checkbox"/> YES (specify)	<input type="checkbox"/> License / Photo ID checked

BACKGROUND CHECK

Reported by:	Date	
<input type="checkbox"/> RECOMMENDED	<input type="checkbox"/> NOT RECOMMENDED	
Polygraph		
<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> PASSED ON _____	<input type="checkbox"/> DID NOT PASS
Significant Concerns?		

Date Hired	Department	Position
Salary / Wages	Start date	Will Report
Approved 1	MAYOR	Date
Approved 2	DEPT HEAD	Date
Approved 3	FINANCE DEPT	Date

After hire applications are kept in personnel files in payroll office. Applications of those not hired remain with Civil Service Secretary



DIVISION OF POLICE

City of Bedford Heights



FLETCHER D. BERGER
MAYOR/SAFETY DIRECTOR

5661 PERKINS ROAD
BEDFORD HEIGHTS, OHIO 44146

PHONE: (440) 439-1234
NON-EMERGENCY: (440) 786-3222
FAX: (440) 786-3279

APPLICANT INFORMATION RELEASE AUTHORIZATION

I, (print name) _____, presently residing at

have applied for employment with the City of Bedford Heights. I have been advised and am fully aware that a representative of the Bedford Heights Police Department will be conducting a thorough investigation of my background to assist in determining my suitability for this employment. I realize that, in conducting this background investigation, the Bedford Heights Police Department will be making inquiries of, but not limited to, officials and record offices of schools that I have attended; police or courts with whom I may have a conviction record and/or financial standing; present and previous employers; and any other person(s) who may be able to provide information about me that the City of Bedford Heights desires.

I further understand and am aware that I will be required to submit to fingerprinting at the Bedford Heights Police Department and that a copy or computer-generated copy of my fingerprints will be sent to the Ohio Bureau of Criminal Identification and Investigation for the purpose of determining my criminal conviction record.

I hereby give permission and waive all provisions of law forbidding any school official, court, police agency, credit bureau, employer, firm or person from disclosing any knowledge or information they have concerning me which is requested or desired by the City of Bedford Heights or the Bedford Heights Police Department.

I recognize the right of the City of Bedford Heights and the Bedford Heights Police Department to treat, at its discretion, certain sources as confidential, and their rights to withhold from me or my agent the names of such confidential sources and information obtained therefrom.

Signature _____

Date _____

Witness _____

(Print name)

NAME: _____

**CERTIFICATION OF MEETING JOB REQUIREMENTS AS
LISTED IN EXAM NOTICE**

I hereby certify that I meet all job requirements in the attached Examination Notice for the position for which I am applying.

DATED: _____
Applicant

WITNESS: _____

**ADJUSTMENTS TO EXAM GRADE FOR EXTRA CREDIT
(Civil Service Rule 8, Competitive Examinations, Section 8.09)**

I hereby apply for the following adjustments to my examination grade pursuant to Civil Service Rule 8, Competitive Exam, §8.09, provided I score a minimum grade of seventy percent (70%). Copies of the proper documents as proof are attached. I understand that no credit will be given, if this form and properly marked proof are not attached to my application at the time of filing with the Secretary of the Commission.

Read each extra credit opportunity thoroughly and check where applicable. *At least 1 line must be checked*

- _____ MILITARY SERVICE - Copy of DD-214 showing Honorable Discharge/Honorable Separation from active service in the armed forces of the United States - 5 points
- _____ EDUCATION CREDIT - Official College transcript showing attainment of degree:
4-year college degree - 2 points
2-year college degree - 1 point
- _____ RESIDENCY CREDIT - Bedford Heights resident - 1 point
Written confirmation of residency in the form of an ***occupancy permit*** from the Bedford Heights Building Dept **or lease agreement showing residency** must be attached.
If a renewal lease has been signed, provide a copy of the previous lease.
- _____ NO ADJUSTMENTS - I state that I qualify for NO ADJUSTMENTS to my exam grade per Rule 8, Competitive Examination §8.09.

A copy of Civil Service Rule 8, Examinations, Section 8.09, is available from the Secretary of the Commission upon request.

**No Application Will Be Accepted Without This Completed Form and No Extra Credit Will Be Awarded
Without Proper Attachments.**

Include/attach copies of all necessary documents and submit with application.

The City of Bedford Heights, acting under a bona fide Affirmative Action Program in cooperation with the Federal Government, requests the following information for statistical information purposes only:

SEX: _____

RACE: _____

NATIONAL ORIGIN: _____

RELIGIOUS PREFERENCE: _____

It is the policy of the city of Bedford Heights to be fair and impartial and not discriminate in all relations with its employees and applicants for employment without regard to race, sex, national origin, age, religion, or disability

Civil Service • General Laborer Application & Exam Procedure

A. Citizenship and Age. Applicants must be a U.S. citizen and be able to read and write English. An applicant must have reached the age of 18 on or before the date of the exam.

B. Applications, Attachments, Extra Credits on Examinations. All questions on the application must be fully answered by the applicant. The application must be notarized under oath certifying that all answers and statements are true to the best of the applicant's knowledge and belief and authorizing the city to perform a background check and to contact prior employers. **Applications must be notarized—Civil Service Secretary can notarize the application, free of charge, when turned in at city hall; You can also find notaries at: the bank, BMV, Court (\$5).** Do not sign an application until a notary can witness your signature. An application is not complete until all documentation is attached to the application and the application fee has been paid.

No Application Will Be Accepted Without the Following Pages:

\$25.00 application fee: Affirmative Action form: Job Requirements form: Exam

The following extra credits may be applied if documentation is attached to application when filed:

EDUCATION CREDIT - College Transcript:

4-year degree (2 points) or
2-year degree (1 point)

MILITARY SERVICE

- Credit given to all persons passing the exam who have, or who shall have, served in the active service of the armed forces of the United States (5 points)

*Copy of DD-214 honorable discharge/separation included with app

RESIDENCY CREDIT

- Written verification in the form of an occupancy permit from Bedford Hts Building Department (440-786-3236) or copy of lease agreement showing residency (1 point).

If a renewal lease has been signed, provide copy of prior lease.

Applicants must score at least 70% on the examination before extra credit will be applied. If a defective or incomplete application has been accepted, the applicant will be given an opportunity to correct it prior to the closing date and time for acceptance of applications, unless such time is extended by the Commission upon written request by the applicant. An application will be considered as filed when completed. All applications when completed and filed become the property of the Commission and therefore may not be returned to the applicant.

C. Exam Rules; Reasonable Accommodations and/or Auxiliary Aids.

Exam is **April 22, 2023 at 8:45am** at the **Bedford Heights Community Center: 5615 Perkins Rd Bedford Heights OH 44146**. You are required to show **photo ID** upon entry to exam. **Cell phones & electronic devices are prohibited**. Once the exam has started, no applicant will be admitted after the designated start time. Applicants must request appropriate reasonable accommodations and/or auxiliary aids for purposes of the examination at the time of filing of the applications for examination. Pursuant to Civil Service Rules & Regulations, protests are not allowed for entry-level exams. **If you have questions, please call Civil Service Secretary 440.786.3213**

D. Eligibility List; Certifications; Interview; Offer; Appointment; Change of Address. Applicants who successfully score 70% and above will be placed on the eligibility list. Applicants receiving tied scores on the written exam, after extra credit is added, will be ranked on the eligibility list in the order their applications were filed. Applicants will be notified by the Secretary of their exam grade/score and ranking on the eligibility list. Applicants will again be notified when their name is certified to the Appointing Authority, at which time an interview will be scheduled. Failure of to respond/appear for the interview shall be reason to remove the name from the eligible list.

All appointments to the Service Department are made by the mayor as Appointing Authority. If a position is offered, successful completion of a background and/or may be required before appointment. Eligibility lists remain valid for one year and may be extended for another year by the Commission.

E. Contract; Salary; Benefits. The City is presently under a contract with the International Brotherhood of Teamsters, Local 436. The bargaining unit contains all full-time employees in the City's Departments of Public Service and Water Reclamation departments, except for directors, supervisors, and administrative aides.

- 1. Union Membership.** Employee may choose to join the collective bargaining unit. Such membership is voluntary and solely within the discretion of the employee.
- 2. Probation Period.** An employee must serve a probationary period of six months from the date of hire. If the conduct, capacity, fitness, or aptitude of a probationary employee is unsatisfactory, he or she may be discharged at the discretion of the Appointing Authority. Such employee shall not be subject to the grievance procedure. If a probationary employee leaves before the end of the probationary period, he/she will reimburse Bedford Heights the pro rata shares of any uniforms received.

3. Salary (Base Pay)		<u>2023</u>			
<u>Grade</u>	<u>0 - 1 yr.</u>	<u>1 yr.</u>	<u>2 yrs.</u>	<u>3 yrs.</u>	
3	\$21.37	\$23.73	\$26.08	\$28.48	
Labor Grade 3		Laborer			

- 4. Other Benefits & Requirements.** The contract explains other benefits including longevity compensation; pension payments to the State Employee Pension Fund; overtime; compensatory time up to 140 straight time hours; payment for education assistance related to an employee's work; payment for jury duty; call-in pay; vacation of 2 weeks after one year of continuous service; 13 paid holidays per year; group health care, dental, vision, and prescription drug insurance benefits upon completion of the enrollment period or after 3 months of continuous active service; life insurance of \$20,000 with an additional \$15,000 through payroll deduction; sick leave of 4.6 hours for each 80 hours of service; injured-on-duty leave; funeral leave; leaves of absence; and clothing/uniform allowances. The Contract also explains seniority, grievance procedures, and arbitration rights.

If a position requires a CDL, applicants who do not have a CDL obtain one within 6 months from the date of hire.
Applicants must obtain an Ohio Class I Certification within 2 years from hire as a Water Reclamation Plant Operator.

FURTHER INFORMATION MAY BE REQUESTED