



CITY OF GAHANNA

**Applicant Packet
for
Parks & Facilities Superintendent**

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EXAMINATION PROVISIONS

Please read all attached information before filling out the application. You will be required to indicate in your online application your acknowledgement that you have read and understand the contents of this applicant packet.

POSITION:	PARKS & FACILITIES SUPERINTENDENT
DEPARTMENT:	PARKS AND RECREATION DEPARTMENT
REPORTS TO:	DEPUTY DIRECTOR, PARKS AND RECREATION
WRITTEN EXAM DATE:	Thursday, JULY 9, 2015 <i>(Applicants who are qualified will be contacted by a representative from the Human Resources Department and invited to the written exam.)</i>
EXAM LOCATION:	Exact Address to be Announced Gahanna, OH 43230
Starting Rate:	minimum \$57,486- maximum 63,873/annually upon hire.
Job Description:	See job posting for the complete job description including minimum requirements

This position is a classified, civil service position. All testing and hiring will be done in accordance with the City of Gahanna Civil Service Rules and Regulations. This posting is open for both internal external job candidates.

FORMAL APPLICATION

Completing the Application

The on-line application must be completed and submitted at agency.governmentjobs.com/gahanna.

Application Deadline

All completed applications must be submitted by the posting close date of 5:00 p.m. on Thursday, July 1, 2015. **There will be no exceptions.**

Information provided by the applicant in the online application will be used to determine whether the applicant meets the minimum qualifications of the job. Resume and cover letter are required documents. Failure to provide required documents will disqualify candidate from the process. The candidate's on-line application and documents should be presented to clearly demonstrate how the candidate meets the minimum qualifications.

Claiming an Additional Credit Allowance for Military Service

- a. Per Section 4.13 of the City of Gahanna Civil Service Rules and Regulations, when an applicant has received a passing grade of seventy percent (70%), or the grade set by the Director of Human Resources as passing for that particular position per Section 4.08 of the Rules & Regulations, in any regular entrance application he/she shall be granted an additional credit of five (5) points for military credit. Requests for additional credit for military service, along with proof of satisfactory service, shall be submitted to the Human Resources Department with the application for the examination. Documentation for credit must be received on or before the close of the job posting. Such proof shall identify: Branch of service, service dates and character of discharge.
- b. Priority. In cases of tie scores in an examination, applicants entitled to veteran's preference credit shall be placed ahead of non-veterans.

WRITTEN EXAMINATION

Selection. Only applicants who meet the minimum qualifications will be invited to participate in the written exam and will include no more than the top twenty applicants. Applicants will receive notification via email as to whether they have been selected to participate in the examination by 5:00pm Thursday, July 2, 2015.

Exam Topics. The written exam will include the following areas: general supervision of staff, parks and facilities maintenance, general construction knowledge, occupational safety and health knowledge, budget and accounting management

Date and Time. A written exam will be given on Thursday, July 9, 2015. Registration will take place between 5-5:15pm. Anyone arriving after 5:15pm will be automatically disqualified.

Location. Exact Address To Be Announced, Gahanna, OH

Test Type. The written exam will be administered by the Human Resources Department. Testing may be completed on paper or on a computer.

ELIGIBILITY LIST

Creation of the Eligibility List. An eligibility list will be created based upon those applicants passing the written examination. The applicants will be ranked based upon their written examination score and any additional credit points. Per section 4.10 of the City of Gahanna Civil Service Rules and Regulations, The term or eligibility of each list and of the names appearing thereon shall be set by the Director of Human Resources for a period of one (1) year from the date of the establishment of the eligibility list. At the discretion of the Director of Human Resources an eligibility list may be terminated before its expiration date or extended for an additional six (6) months.

Tied Scores in Entrance Examination. In the event two or more applicants receive the same score in open competitive examination, names of all applicants receiving such score shall be placed on the eligibility list with the same ranking.

Removal of Names from the Eligibility List. Per section 4.11 of the City of Gahanna Civil Service Rules and Regulations, the name of an eligible applicant shall be removed from an eligibility list for one or more of the following reasons:

- a. Written request of the eligible applicant.
- b. Failure to appear or arrange for an interview or respond to communication from a City official.
- c. Failure to file with the Department of Human Resources written notice of any change of address.
- d. Declining appointment in writing or failing to accept appointment.
- e. A disability that prevents the applicant from satisfactorily carrying out the essential duties of the position with or without a reasonable accommodation.
- f. Violating any of the prohibited actions described in Section 4.07 of these Rules.
- g. At the request of the Department Head for just cause.
- h. As a result of an unfavorable background investigation.
- i. Name certified to Department Head three (3) times without an appointment to a same or similar position.

ORAL INTERVIEWS

1. Oral interviews of the applicants finishing, at minimum, in the top five places from the written exam will be administered by an Oral Review Board.
2. Applicants will be notified of their invitation to attend the Oral Interview following their placement on the eligibility list.
3. Each applicant will be interviewed for approximately 45-60 minutes by an oral board consisting of designated City employees.
4. All elements of the oral interview will be standardized to include uniform questions.
5. If during or after the interviews, it is found that an applicant has misrepresented his/her qualifications, skills, abilities, prior employment history, etc., or in general terms has been dishonest, and the subject of the misrepresentation or dishonesty is subsequently verified, the applicant may be disqualified from future consideration and will have their name removed from the existing Eligibility List. The applicant would be notified in writing stating the reason for his/her disqualification and removal from the Eligibility List.
6. At the conclusion of each interview, applicants will have the opportunity to ask questions.

Date. Interviews will be scheduled on Thursday, July 16, 2015.

CONDITIONAL OFFER OF EMPLOYMENT

Once an applicant is selected for the position, based upon the above testing and oral interview procedures, a verbal conditional offer of employment will be made to the applicant.

The offer will be conditional based upon a successful completion of the background check process and substance abuse testing. The applicant will be required to produce documentation demonstrating they can work in the United States.

BACKGROUND CHECK

A thorough and complete investigation of each applicant's background will be conducted at this phase. The function of the background investigation is to determine each applicant's suitability for employment as the Parks & Facilities Superintendent.

The background investigation may include, but not be limited to, the following:

1. Verification of applicant's credentials, past and present employment, residences and driver's license.
2. Review of applicant's criminal record, traffic record, credit history, civil judgments and bankruptcies, if any.
3. References with past and present employers, school officials and/or personal references.

The following occurrences or incidents in an applicant's background may result in disqualification from the selection process:

- Conviction of a felony or serious misdemeanor within the past ten years.
- Current use of controlled substances (unless under a physician's direction).
- A poor employment history. This includes a record of insubordination, absenteeism or tardiness, dishonesty, incompetence, or consumption of alcohol in violation of company policy while employed. As a general rule, any conduct on the job which would result in discipline if the applicant were an employee of the City of Gahanna shall be grounds for disqualification.
- Failure to possess a current and valid Ohio driver's license with an acceptable driver's abstract to meet criteria for insurability established by the City of Gahanna. (For example: having more than six points or one DUI on an applicant's driving record will automatically disqualify the applicant).
- Demonstrated inability to manage their financial resources in a mature and responsible manner, resulting in bad debits or bankruptcy.

SUBSTANCE ABUSE TESTING

The City of Gahanna has a right and responsibility to provide a safe working environment. The City of Gahanna requires all persons to whom a conditional offer of employment is made to successfully pass a pre-employment substance abuse test before employment can begin.

If the applicant possess a Commercial Driver's License, they would also subject to the City of Gahanna DOT Controlled Substances and Alcohol testing program which will require several other steps upon hire.

ACCOMODATION REQUEST

Should you have a disability covered under the Americans with Disability Act and require a special accommodation for the test, please make a request to Human Resources in writing at the time of your registration for the exam. Medical documentation will be required.

CIVIL SERVICE INFORMATION AND APPEAL RIGHTS

The Civil Service Commission hears appeals to any decisions made through the testing and hiring process. Please see the Civil Service Rules & Regulations, Chapter 149 of the Codified Ordinances of Gahanna and the Rules of Procedure of the Civil Service Commission.

- [Chapter 149, Civic Service Commission](#)
- [Civil Service Rules and Regulations](#)
- [Civil Service Commission Rules of Procedure](#)

**The City of Gahanna is an Equal Opportunity Employer.
Minorities are encouraged to apply.**