

# \*JOB ANNOUNCEMENT\*

## SUBSTATION MAINTAINER

448

**DUTIES:** Tests, cleans, adjusts, and/or repairs all power related machinery which includes, AC/DC switchgear, rectifiers, air compressor motors, exhaust fans and batteries, under the direction of a Grade 6 Substation Maintainer; maintains appearance of substation including; sweeping, mopping, changing light bulbs, minor plumbing and carpentry, and painting as necessary; maintains cables in manholes when necessary; bonds negative return cables to rails; visually inspects and maintains transformers in the transformer yard; services lightning arrestors; reports to scenes of accidents and insures that all relevant power connections to RTA are disconnected before any work on the line is performed and reconnects lines after the work is finished; assists Grade 6 Maintainer in troubleshooting problems; performs other duties of a similar nature as may be required.

**MINIMUM REQUIREMENTS:** Applicants must have a high school diploma or GED equivalent. Applicants must have successfully completed technical high school or post high school courses in electrical theory, both AC and DC. Applicants must have the ability to work around high electrical voltages. Applicants must have a valid Ohio Driver's License.

**Examination Information:** Eligible candidates will be notified of the exact time and place of the examination. The examination process will consist of three parts to include a written examination, performance assessment and/or interview, and record evaluation for internal candidates. **The record evaluation will be weighted as 15% of the overall examination score for candidates who have passed the written and performance assessment/interview.** Record evaluation information will be obtained from the candidate's supervisor. Candidates must meet all record evaluation criteria in order to gain the full 15% weighting. Candidates must pass the written examination to be eligible to proceed to additional parts of the examination process required to establish the eligibility for the position. Candidates will become eligible based on the composite scores from each part of the examination process. In accordance with the Merit Systems Rules, internal candidates who become eligible will be given preference over external candidates. Record evaluation criteria may include, but not limited to, an employee's attendance and discipline record for one rolling year back at the time of review. Records evaluation information includes a review of the following:

- 5 or more absence occurrences
- 2 or more AWOL or absence control suspensions
- 3 or more active written reminders (regardless of the level)
- 5 or more misses (regardless of whether they are active or not active)
- 4 or more active tardies
- Drug or alcohol suspension
- Commercial Drivers License (CDL) suspension
- Active Decision Making Leave (DML)

**External Wage Rate:** \$18.72 hourly

**Internal Wage Rate:** \$18.72 - \$24.97 hourly

**External Applicants CLICK HERE FOR INFORMATION ON:** [How to Apply online at www.rideRTA.com](http://www.rideRTA.com). Employment applications and/or resumes must be emailed as a MS Word or PDF attachment to [jobs@gcrta.org](mailto:jobs@gcrta.org). Applications and/or resumes may also be faxed to (216) 781-4483 or (216) 781-4669, and mailed to Human Resources, 1240 W. 6 St., Cleveland, OH 44113. **Employment Applications will be accepted until Sunday, July 31, 2011. Employment Applications mailed after or postmarked after the job announcement closing date will not be accepted.**

**Internal Applicants Click here for: [How to Apply on the RTA Intranet site](#).** An internal employment application may be completed and submitted on the RTA Intranet, select the Forms tab and then select the Human Resources tab. Internal employment applications can also be emailed to [jobs@gcrta.org](mailto:jobs@gcrta.org), faxed to (216) 781-4483 or (216) 781-4669, or interoffice mailed to Human Resources, 1240 W. 6 St., Cleveland, OH 44113.

**Additional Information:** The performance of these duties may be required at any time of the day or night, any day and night of the week. The position is a bargaining unit position.

**APPLICANTS WHO DO NOT PASS THE WRITTEN EXAMINATION AND/OR PERFORMANCE ASSESSMENT(S) MUST WAIT SIX (6) MONTHS TO REAPPLY AFTER THE INITIAL WRITTEN EXAMINATION DATE.**

**AN EQUAL OPPORTUNITY / ADA EMPLOYER / A DRUG FREE WORKPLACE**

Job Class: 448  
Date: July 21, 2011  
Job Announcement No.: 2011-85

Web Site Address: [www.rideRTA.com](http://www.rideRTA.com)  
E-mail: [jobs@gcrta.org](mailto:jobs@gcrta.org)

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