

# \*JOB ANNOUNCEMENT\*

## MAINTENANCE TECHNICIAN

548

**DUTIES:** Performs preventative, predictive maintenance work and emergency repairs on all equipment maintained by Facilities Maintenance; repairs and troubleshoots damaged, worn out or malfunctioning equipment, and/or facilities; assists Facilities Manager and Maintenance Leader in designing, laying out and carrying out new projects; oversees work of, and provides information and assistance to, Maintainers, Maintenance Helpers and Janitorial Staff when required; assists with the identification, purchasing and stocking of needed parts and supplies; performs other duties of a similar nature as may be required.

**MINIMUM REQUIREMENTS:** Applicants must have a high school diploma or its equivalent and must have completed course-work in areas such as basic and advanced electrical circuits, both AC and DC, plumbing, heating, ventilation and air conditioning, hydraulics, carpentry, masonry, etc. Applicants must have four (4) years of verifiable experience in facilities maintenance work including experience troubleshooting and maintaining hydraulic lifts, heating, ventilation, and air conditioning systems, vehicle wash racks, overhead doors, fluid dispensing units, lighting systems, plumbing systems, drainage and sump pumps, calibration of controls and boiler systems. **Applicants must have a valid STATE OF OHIO COMMERCIAL DRIVERS LICENSE (CDL) Class "A" or "B" with Airbrake endorsement or must be able to obtain a CDL within three (3) months of their hire date. Applicants must have a GOOD DRIVING RECORD, with no more than FOUR (4) POINTS, in the past three years.** Applicants must be able to demonstrate strong interpersonal skills, including oral and written communication skills, leadership skills, etc. Proficiency in a business supported computer environment, including proficiency in word processing, and spreadsheet utilization is preferred but not required.

**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:** \$19.90 hourly

**Internal Wage Rate:** \$19.90 - \$26.54 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 Saturday, August 13, 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.

**\*Please note a list of study references is attached for Maintenance Technician 548 written test preparation. Eligible candidates will be notified of test dates and times.**

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

Job Class: 548  
Date: August 3, 2011  
Job Announcement No.: 2011-91

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

**RTA**

## SOURCE LIST FOR MAINTENANCE TECHNICIAN 548

***\*PLEASE NOTE: The titles of books below are not the sole references for the mechanical systems and building maintenance concepts covered on the Maintenance Technician 548 test. You may reference other books that have similar titles and are related to subject matter.***

Audel HVAC Fundamentals, Air Conditioning, Heat Pumps, and Distribution Systems (4th edition; 8/04) by James E. Brumbaugh

DEWALT HVAC Professional Reference (11/05) by Paul Rosenberg

Carpentry and Building Construction (1/97) by Geirer, Hutchings, and Feirer

Complete Plumbing (3/03) by Stanley

Wiring Simplified: Based on 2005 National Electrical Code (5/05) by Richter, Schwan, and Hartwell