



NOW HIRING!!

CUSTODIANS

City of Bedford Heights



Bedford Heights Service Department is hiring Custodians!

Requirements:

- U.S. citizen, 18 or older
- Valid Ohio driver's license
- High school diploma, GED, equivalent

Pay range:

\$41,371^{·20} - \$49,483^{·20} (\$19.31/hr. - \$23.79/hr.)

plus, full healthcare, vacation, PTO, \$\$ bonuses, & more! More info in app

Application Info: Application begins on next page; **Pg 3 must be notarized.**

- Civil Service Secretary can notarize it, for free, when turned in at City Hall.

Submission Instructions: Accepting applications from **March 4 – March 29, 2024**



In-Person at Bedford Heights City Hall: 5661 Perkins Road - Monday – Friday 10:00am-4:30pm



Placed in the secure drop box at City Hall's main door (rear of bldg.) -after hours/weekends

OR



Mailed to ATTN: Stephanie 5661 Perkins Rd. Bedford Hts, OH 44146



For questions or info, call Stephanie at 440-786-3213

Exam info: to be considered for the position, applications must be turned in by **March 29, 2024** and you must take, pass the Civil Service test **April 6, 2024**.

Written Civil Service exam – Custodian

Date: Saturday, April 6, 2024

Time: 8:45AM

Where: Bedford Heights Community Center

Address: 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 (no one will be permitted in after the 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 color copy of diploma/degree	2
	2-yr degree	<u>Transcript</u> or color copy of diploma/degree	1
Military:	Service	copy of DD-214	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****

(check all that apply)

EXTRA CREDIT OPPORTUNITIES

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

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

_____ Honor. Dischg - 5 pts (DD-214)

_____ Resident- 1 pt. (Permit / lease)



Date_____Time_____AM/PM_____

Pre-Employment Questionnaire / An Equal Opportunity Employer

Name (First then Last)			Social Security No. (required)		
Address			City		Zip
Apt. #			St.		
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 # _____		

Position Custodian	Date you can start	Salary desired \$41,371.20 - \$49,483.20
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:

☐ Newspaper _____ ☐ Radio(station)_____ ☐ Social Media _____

☐ Job Board _____ ☐ Friend _____ ☐ Other _____

School	Name & City, State of School	Years Attended	Graduate?	Subjects Studied
High School				
College				
Trade, Business or Correspondence School				

FORMER EMPLOYERS Below, list the **last three** employers, **beginning** with the **MOST RECENT**.

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

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

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

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

	Name	City & State	Phone	Years Known	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 information contained in this application are true and complete to the best of my knowledge, and understand that if employed, any 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



PHILLIP STEVENS
Mayor/Safety Director

DIVISION OF POLICE
CITY OF BEDFORD HEIGHTS

5661 PERKINS RD. | BEDFORD HEIGHTS | OH 44146



MICHAEL MAROTTA
Bedford Hts Police Chief

Release of Information Authorization

I, _____, presently residing at the following address:
(print name)

(address:) _____, have applied for
employment with the City of Bedford Heights.

I have been advised and fully understand that the Bedford Heights Police Department will conduct a thorough investigation of my background, to assist in determining my suitability for employment.

I understand that during this background investigation the Bedford Heights Police Department will make inquiries of, but not limited to, officials and records of schools I have attended; police departments and/or courts with whom I have a conviction record; financial standing; past and present employers; and other person(s) who may be able to provide information about me, that the City of Bedford Heights desires.

I further understand 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 prohibiting any school official, court, police agency, credit bureau, employer, firm, or person from disclosing knowledge or information they have concerning me which is requested or desired by the City of Bedford Heights and/or the Bedford Heights Police Department for the purpose of employment background inquiry.

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

Signature: _____

Date: _____

Witness: _____

Print name: _____

Acting under a bona fide affirmative action program by the federal government, the City of Bedford Heights requests the following information for statistical purposes only:

Sex: _____

Race: _____

National origin: _____

Religious preference: _____

It is Bedford Heights's policy to be fair and impartial in all relations with employees and applicants for employment.

Adjustments to Exam Grade for Extra Credit Points

(Civil Service Rule 8, Competitive Examinations, Section 8.09)

I hereby apply for the following adjustments to my exam grade pursuant to Civil Service Rule 8, Competitive Examinations, §8.09, provided I score a minimum passing 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.

Name: _____

Date: _____

Witness: _____

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

_____ **EDUCATION CREDIT** – College transcript showing attainment of degree **or** a color copy of diploma / degree received
4-year degree - 2 points
2-year degree – 1 point

_____ **MILITARY SERVICE** – Honorable discharge or separation from active service in the United States Armed Forces.
DD-214- 5 points

_____ **RESIDENCY CREDIT** – Written verification – **Occupancy Certificate** from Bedford Heights Building Dept, call 440-786-3237 for a copy.
If you rent in the city of Bedford Heights, a **signed copy of your lease** showing 1-year residency. If your lease renewed, a copy of prior lease.
Resident – 1 point

_____ **NO ADJUSTMENTS** – I qualify for **no adjustments** per Rule 8, Section 8.09

Extra credit cannot be awarded without this form and proper documents

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, otherwise Civil Service applications are with the Civil Service Secretary.

Civil Service • Custodians
Application & Exam Procedure

- A. Citizenship and Age.** Applicants must be a U.S. citizen, age 21 year or older on or before date of exam and must hold a valid Ohio driver's license.
- B. Applications, Attachments, Extra Credit.** All questions on the application must be fully answered. Application must be notarized, certifying that answers and statements are true. **Applications must be notarized—Civil Service Secretary can notarize the application, free of charge, when turned in at city hall; Otherwise, notaries can be found at the bank, BMV, Court (\$5).** Do not sign page 3 until in front of a notary. Notary must witness your signature. An application is not complete until all documentation is provided and the application fee has been paid.

The following Extra Credits may be applied, if documentation is included with application when filed:

Education Credit - **College transcript** showing attainment of degree or a Color copy of diploma / degree received.

4-year degree - 2 points

2-year degree – 1 point

Military Service - Honorable discharge /separation from active service in the United States Armed Forces.

DD-214- 5 points

Residency Credit - Written verification - an **Occupancy Certificate** from the (Bedford Heights) Bedford Heights Building Dept, call **440-786-3236**.

If you rent in the City of Bedford Heights, a **copy of lease agreement** showing residency.

If lease has been renewed, bring a copy of prior lease

Bedford Heights Resident – 1 point

Applicants must score at least 70% on the exam before extra credit will be applied. An application is considered as filed when completed. All applications filed are the property of the Commission and cannot be returned

- C. Exam Rules; Reasonable Accommodations or Auxiliary Aids.** **Exam will be Saturday, April 6, 2024 at 8:45am at the Bedford Heights Community Center: 5615 Perkins Rd Bedford Heights OH 44146.** **Applicants are required to show photo ID upon entry to exam. Cell phones & electronics are prohibited.** Once the exam has started, no applicant will be admitted after the designated start time. Applicants must request reasonable accommodations and/or auxiliary aids at the time of filing the application. Protests are not allowed for entry-level exams. **If you have questions, call Stephanie: 440.786.3213**

- D. Eligibility List; Certifications; Interview, etc.** Applicants successfully scoring 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. If the position is offered, **successful completion of a background check and drug screening will be required before appointment** to the position.

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

1. Union Membership; Dues. An employee may join the collective bargaining unit. Membership is voluntary and solely within the discretion of the employee.

2. Probationary 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>Grade 4</u>	<u>0 - 1 yr.</u>	<u>1 yr.</u>	<u>2 yrs.</u>	<u>3 yrs.</u>
Custodians	\$19.31	\$20.79	\$22.27	\$23.79

4. Other Benefits and Requirements. The Contract explains other benefits including longevity compensation; pension payments to the Police and Fire Pension Fund; acting officer pay; overtime; proficiency allowance; compensatory time up to 60 straight time hours; payment for training and court time; call-in time; vacation of 2 weeks after one year of continuous service; 13 paid holidays per year; group health care, dental, vision and 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 \$20,000 through payroll deduction; sick leave of 3.1 hours for each 80 hours of service; injured-on-duty benefits; funeral leave; leaves of absence; and clothing and uniform maintenance allowances. The Contract also explains seniority, grievance procedures, and arbitration rights. All employees may be required to submit no more than once per year to a complete physical and stress test related to ability of the employee to perform the job.

If a position requires a CDL, applicants who do not have a CDL may obtain one within six (6) months from the date of hire.

F. Pre-Hire Requirements. Applicant(s) selected for conditional offer of employment must pass a background check and drug screening prior to being hired.

FURTHER INFORMATION MAY BE REQUESTED.