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This section is provided to candidates in simplified summary form so that they may be informed of the rules governing civil Service examinations. Nothing herein changes or modifies the pertinent Civil Service Regulations which shall govern all cases.

APPLICATIONS: To be accepted, a completed application must either be filed in person with the Personnel Department, Room 127, City Hall, before the close of business on the closing date specified in this announcement or, if mailed to the above address, must be postmarked not later than the closing date specified. The official application blank provided must be used.

Applications filed late and applications which do not meet the announced minimum requirements will be disapproved. Applications may also be disapproved for falsification or for any of the other reasons provided in the Civil Service Regulations.

REQUIREMENTS: Unless otherwise specified in this announcement, the date used to determine the possession by the candidate of announced minimum requirements shall be the thirtieth day after the last date for filing.

A non-resident who has filed a petition for Naturalization or is a non-resident may compete in this examination. However, every person whose application is considered must be a citizen, unless otherwise specified, must have been a bona fide resident of the City for one year since the date of appointment.

EXAMINATIONS: Each applicant will be notified promptly of the time and place of the examination or of the disapproval of his application.

To be eligible for appointment, a competitor must pass each specified part of an examination. Failing any part will disqualify a competitor from competing in succeeding parts of the test that has already been established. Subsequent failure of a specified part will remove the eligible's name from the list.

Unless otherwise specified in this announcement, the minimum passing score on each part will be determined after the candidate's papers have been graded and before the identity of any candidate is known. Candidates' scores will be converted into grades on a scale of 100 to 0. A converted grade of 90 or higher is a passing grade. Each candidate's score will be determined using the announced weights and their ranks on the eligible list are determined by their total average in open competition. The examination test (121 points) will be added for approved veterans' preference. In veterans' examinations, points will be added for performance ratings.

Every person who takes a part of an examination will be notified in writing of the results not later than the date of establishment of the eligible list.

Every examiner may review his examination papers and, except for test results, may appeal to the Personnel Director for correction of any error in his rating. Appeal of all examinations must be made within the thirty (30) calendar days immediately after the date of mailing of the offer notice of results unless a different review period is announced specifically to the candidates. Appeals to the test results are made only to the Civil Service Commission for failing scores and only for the reasons specified in the Regulations.

VACANCIES: There is one immediate vacancy. It is expected that approximately four appointments will be made during the life of the eligible list established as a result of this examination. There are eleven present positions in this class in the City service.

EXAMINATION: Will be related to the duties of the position and will include the following:

- Parts
  - Performance Test
  - Weights
    - 100%

NOTE: Part of the performance test for this position will consist of a test to determine the candidate's ability to crawl through a sewer pipe 18 inches in diameter.

ELIGIBLE LISTS: Only an open competitive eligible list will be established as a result of this examination. Permanent City employees who compete will receive no promotional preference in this examination.

APPLICATIONS FOR THIS EXAMINATION MAY BE OBTAINED IN ROOM 127, CITY HALL.

CLOSING DATE FOR RECEIPT OF APPLICATIONS IS DECEMBER 11, 1958.

SEWER CRAWLER
Salary Range: $5167 – $6390 PER YEAR

NEW EMPLOYEES WILL BE APPOINTED AT THE MINIMUM SALARY

DUTIES: Performs semiskilled work in the examination, maintenance and minor repair of sewers and related structures; crawls through sewers to check interior conditions, to locate sewer leaks and breaks, or to measure predetermined distances; reports defective conditions and related sewer information; and assists in the corrective measures for defective conditions; performs minor cement-patching to rat-holes or other small defects; replaces broken or missing bricks; cleans inlets, manholes and sewer structures with a shovel and bucket and straight nozzle hose; unblocks sewers by ramming area with connected wooden rods, by guiding a machine-operated rodding into the structure, or by using a creeping nozzle hose; inspects sewer connections; determines the cause of cave-ins and sewer leakage; digs streets with a pick and shovel and shores area for safe excavation using lumber and small hand tools; mixes mortar for sewer repairs and crawls in sewer structures; and performs related work as required.

REQUIREMENTS:

1. One year of experience as a helper or laborer actively engaged in constructing, repairing or maintaining sewer structures;

2. Ability to read and write English;

3. Any acceptable equivalent combination of experience.