

CIVIL SERVICE COMMISSION

of the City of Meridian

City Hall • 601 23rd Avenue
P. O. Box 1430
Meridian, Mississippi 39302-1430
(601) 485-1931

AN EQUAL OPPORTUNITY EMPLOYER M/F NOTICE OF CIVIL SERVICE EXAMINATION CITY OF MERIDIAN, MISSISSIPPI

UTILITY PLANT MECHANIC, SENIOR (4062)

Up to a maximum of \$46,686.00

OPENING DATE: **November 15, 2023**

CLOSING DATE: Applications will be accepted until **12:00 Noon on December 4, 2023**

Pursuant to Article 5, Section 5.04, of the Civil Service Code of Rules and Regulations (attached), the Commission may reject, or cause to be rejected the application of any person for admission to a test, or may, after examination, decline to certify, or may remove from an eligible list, an applicant who is deemed disqualified.

ESSENTIAL FUNCTIONS: Follows posted preventive maintenance schedules; conducts repairs on mechanical and electrical equipment and machinery; works on diesel engines, gearboxes, valves, blowers, pumps, and other motors and motor controls; adjusts chemical feeder systems; repairs and/or adjusts delicate control systems; retains maintenance repair records and transactions. Troubleshoots all manner of electrical and mechanical problems on equipment; repairs minor electrical problems; conducts machinery and safety inspections; ensures equipment is functioning properly and that plant personnel are following strict local, state, and federal safety regulations; trains staff regarding policies and procedures. Operates forklift, dump truck, crane, welder, torch, and other equipment and vehicles as required; follows all safety regulations and guidelines during operation. Maintains the building and grounds at the plant. Maintains inventory and stock of supplies, parts, tools, and technical manuals and reference materials; ensures adequate amounts of supplies and tools are in stock; keeps technical blueprints, manuals, and drawings for departmental use and reference. Performs other related duties as required.

MINIMUM QUALIFICATIONS: High school diploma or GED; supplemented by vocational/technical training in mechanical and electrical equipment and systems; supplemented by three (3) years previous experience and/or training that includes installation and troubleshooting of mechanical systems and complex machinery required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must evidence a valid driver's license when filing a Civil Service Application and must maintain the same as a condition of employment.

EXAMINATION: The examination shall consist of a written test and oral examination representing 100% of the total score. Weights will be assigned as follows: written test 70%, oral test 30%. The written test shall be conducted at **9:00 A.M. on December 20, 2023**, in the third-floor auditorium of City Hall located at 601 23rd Ave., Meridian, Ms. Applicants must attain a written test score of 70 or above on the examination to be considered for this position. No written test will be re-scheduled regardless of circumstances. **Persons should not apply unless they clearly meet the qualifications set forth in this announcement. False statements are grounds for rejection or discharge from employment. All position classifications will**

require a criminal background report and work history. Failure to complete the background investigation phase shall constitute a failure in the examination. Certification of Eligibility for this position is contingent upon verification of information submitted on the Civil Service Application. The Civil Service Examining Board reserves the right to curve the test and results may be curved in accordance with the guidelines provided by the test provider and based upon the needs of the department.

As a prerequisite for employment with the City of Meridian, all job applicants offered employment must submit to a drug and alcohol test. Any job applicant who tests positive for drugs or alcohol will not be considered for employment.

EQUAL EMPLOYMENT OPPORTUNITY: The City of Meridian does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. THE AMERICANS WITH DISABILITIES ACT PROHIBITS EMPLOYMENT DISCRIMINATION AGAINST THE DISABLED. However, as a legitimate business necessity applicant must be capable of performing all essential functions of this position, which are considered as bona fide occupational qualifications. Indicate special needs.

For Civil Service Application and further information contact:

Civil Service Commission, First Floor, City Hall, Meridian, Mississippi, or telephone (601) 485-1931.

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