CITY OF COLUMBUS
invites applications for the position of:

Fuel System Technician Exam

**SALARY:** $19.24 - $23.74 Hourly

**OPENING DATE:** 02/03/14

**CLOSING DATE:** 02/28/14 11:59 PM

**DEFINITION:**
Under general supervision, is responsible for performing general, mechanical, and electrical repairs on petroleum and compressed natural gas (CNG) fueling stations facilities and equipment, and on stationary and portable generators; performs related duties as required.

**EXAMPLES OF WORK:**
(Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

- Repairs fueling dispensers, nozzles, compressors, dryers, pumps, hoses, and related components;
- Repairs fueling station computers, card readers, monitors, and related components;
- Performs mechanical and electrical repairs to stationary and portable generators;
- Performs inspections at City fueling sites and of generators to ensure proper operation and compliance of equipment;
- Performs preventative maintenance and repair work of fueling and generator sites and related equipment;
- Troubleshoots electrical components using voltmeters, ammeters, and related testing apparatus;
- Installs and programs centralized monitoring programs for fuel site, generators, and City facilities;
- Creates email alerts and notifications for internal and external communications;
- Utilizes computer software to complete work orders and time sheets;
- Uses precautionary work and safety methods when working on or near energized circuits or confined spaces;
- Drives to and from work sites;
- May drive a fuel truck to dispense fuel for generators.

**MINIMUM QUALIFICATIONS:**
Completion of the twelfth school grade and two (2) years of experience repairing generators or fueling station equipment. Substitution(s): A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth school grade completion. A CNG Fuel System Inspector certification may be substituted for one (1) year of experience repairing fueling station equipment.

Possession of a valid motor vehicle operator’s license.
By the completion of the probationary period, must possess a valid, Class A, Bureau of Underground Storage Tank Regulations (BUSTR) Certification.

Some positions may require possession of a valid, Class A, commercial motor vehicle operator's license, with a Hazardous Materials Endorsement.

**TEST/JOB CONTACT INFORMATION:**

The names of the applicants passing this administration of this exam will be used to create a **NEW OPEN COMPETITIVE** eligible list for this classification. If you are interested in having your name included on this eligible list, you will need to apply for this exam within the filing period indicated below and successfully complete all phases of the testing process. Questions regarding this process can be directed to the Applicant and Employees Services Unit at (614) 645-8369.

The examination process will consist of a multiple-choice exam weighted 30% covering fuel station maintenance, electricity, reading comprehension, and information ordering; a fill-in-the-blank exam weighted 30% covering definitions and equipment identification; a computer skills exam weighted 20% covering Word, Excel, Outlook, internet, and grammar; and an experience evaluation weighted 20%.

The exam is expected to be administered in March 2014. Approved applicants will be notified by mail/email of their scheduled test date and time.

Candidates must bring a valid driver's license, a hardcopy examination admission letter, and, when required, an official college transcript or diploma to the test.

All applicants must complete all phases of the testing process in order to receive a final score. The names of all candidates who pass this examination will remain on the eligible list for two years, unless the eligible list is replaced prior to or extended beyond the two years. If a candidate’s name is certified and the candidate is to be considered for employment, the hiring process will include one or more interviews, a criminal background check, and a pre-employment drug test. For any position within the Division of Police, the hiring process will also include the completion of an extensive personal history questionnaire and a polygraph examination.

The certification process will be: **Ten Point Fixed Band**