

Protecting Our Water Environment



Metropolitan Water Reclamation District of Greater Chicago

100 EAST ERIE STREET

CHICAGO, ILLINOIS 60611-3154

312.751.5600

BOARD OF COMMISSIONERS

Kathleen Therese Meany
President

Barbara J. McGowan
Vice President

Mariyana T. Spyropoulos
Chairman of Finance

Michael A. Alvarez

Frank Avila

Cynthia M. Santos

Debra Shore

Kari K. Steele

Patrick D. Thompson

Motor Vehicle Dispatcher

ORIGINAL ENTRANCE

APPLICATIONS ACCEPTED ONLINE ONLY

This examination is open to all candidates, both internal and external, who meet the minimum requirements.

Applications will be accepted only during the designated filing period for this examination. The opening and closing dates of the filing period are listed in this announcement. Applications must be filed by the following method:

Submitted online through the District's Online Employment Center at www.districtjobs.org. Applications must be submitted by 11:59 p.m. Central Time on the closing date in order to be considered.

The deadline for filing an application will not be extended due to any unavailability of the MWRD website. The MWRD will not be liable for the website being unavailable for any period of time, and it is the sole responsibility of the applicant to ensure that the application form is completed and submitted in a timely manner. Therefore, it is recommended that applications be submitted early in the filing period.

It is the responsibility of the applicant to ensure that the application form is completed and submitted in a timely manner by the method described above. Descriptions and dates of education, experience and any required license or certification should be very clear so that it is understood exactly how the applicant meets the minimum requirements. Prospective employees will be required to provide documentation of the required education, experience and licensure/certification upon employment. Falsification of a material statement in an application may constitute grounds for rejection of the application, exclusion from the examination, removal from the eligible list, or discharge of an employee from his or her position in the Classified Service.

Minimum Requirement Deadline: The minimum requirements for this examination must be met by the qualification deadline listed in this announcement.

Residency Requirement: There is no residency requirement to participate in the examination; however, all District employees must be domiciled within the boundaries of the District within six months of successful completion of probation. (The District is in Cook County, Illinois, covering approximately 90% of the county area.)

Veterans' Preference: In Original Entrance examinations, five points for Veterans' Preference will be added, in accordance with the District statute, to the scores of those candidates who attain a passing score in all phases of the examination. Information regarding the periods of eligible service, the documentation needed to file a claim and Veterans' Preference claim forms can be obtained through the District's Online Employment Center at www.mwrd.org or requested at the test site.

Probationary Period: The probationary period for this classification is one year (250 days worked).

Hiring and Employment Objectives: The Metropolitan Water Reclamation District of Greater Chicago is committed to hiring and employment practices that: base employee selection on a candidate's knowledge, skill and ability to perform effectively on the job; provide equal employment opportunity to all qualified applicants; prohibit the entry of political reasons or factors and other improper considerations into any stage of the selection and hiring processes; and create a transparent, honest and fair hiring system.

AN EQUAL OPPORTUNITY EMPLOYER M/F/D

Reasonable accommodation for individuals with disabilities will be made in accordance with applicable laws. Requests for testing accommodations are to be made within one week after the close of the filing period. For information regarding accommodation for individuals with disabilities, phone (312) 751-5170 (voice) or (312) 751-5916 (TTY).

EXAMINATION INFORMATION

Job Title	Motor Vehicle Dispatcher - Applications Accepted Online Only
Examination #	14048
Opening Date	Friday, February 14, 2014
Closing Date	Friday, February 21, 2014
Qualification Deadline	Sunday, March 23, 2014
Minimum Annual Salary	\$37,312.60
Maximum Annual Salary	\$55,608.80
Duties	
Under supervision, assists in regulating parking on District property, and assists in maintaining District vehicles.	
Minimum Requirements	
Graduation from a standard senior high school or the equivalent. Possession of a valid driver's license.	
Examination	
The examination will consist of a pass/fail training and experience questionnaire and a written test weighted 100%. The minimum passing score on the written test will be 70% unless determined otherwise by the Director of Human Resources. Candidates must achieve a passing score on each test to be eligible to compete in each subsequent test and to have their names placed on the eligible list.	
The training and experience questionnaire will assess candidates' training and experience with motor pool and garage operations. The written test will assess candidates' knowledge, skill and ability in areas such as motor vehicle operation and maintenance, including driving safety and directional problem solving; interpretation of written information, such as forms and instructions; and interpersonal communication skills.	
Examination Process	
The 2003 examination resulted in 658 applications filed. Two appointments were made from the Eligible List. Depending on the number of candidates on the Eligible List, the District may use a lottery to form a pool of candidates who proceed in the selection process.	
<p>TRAINING AND EXPERIENCE QUESTIONNAIRE: All applicants will be advised by email if they have been admitted to the examination process. Approved applicants will be provided a link to the training and experience questionnaire on the District's website. Applicants must return the training and experience questionnaire by the date specified on the questionnaire to continue in the examination process.</p> <p>Candidates who pass the training and experience questionnaire will be sent an admission letter by email to the written test. Applicants who do not receive an admission letter by April 11, 2014 should contact the Employee Selection Office at (312) 751-5100.</p>	
<p>WRITTEN TEST:</p> <p>The written test will be administered on Saturday, April 19, 2014 at Northside College Preparatory High School, 5501 North Kedzie Street, Chicago, IL. Candidates should report at 9:00 a.m. with the approved admission letter and a driver's license or other form of photo identification. Candidates may bring a cordless quiet calculator for use during the test. Calculators with a typewriter keypad, (QWERTY format) and calculators with wireless capability are not permitted. In addition, no books, study guides, cell phones, PDAs, laptops or other aids will be allowed.</p>	
Appointments	
Appointments will be made from an eligible list with three categories: A (Exceptionally Well Qualified), B (Well Qualified) and C (Qualified). Candidates in the highest category will be given first consideration for appointment. The eligible list has a duration of three years. Appointment is subject to successfully passing a physical examination, drug test, and criminal history background investigation.	