

Quick Tips - Preparing to Apply for a Job Opening at Washoe County

Tip #1 - Carefully review the “**Minimum Qualifications**”¹ listed on the job announcement to determine if you meet the experience and training requirements for the position. The job announcement can be found by visiting: <https://jobs.washoecounty.us> and selecting the applicable job title.

- When applying for the position it is critical that the information you include on your online application demonstrates you meet the required criteria listed under the “Minimum Qualifications” on the job announcement. If your application does not demonstrate that you meet the “Minimum Qualifications,” you will **not** move forward in the selection process.
- It is up to you, as the applicant, how many previous jobs to list on the application. However, the most critical factor is that the experience and training which you list on the application clearly demonstrates you meet the required minimum qualifications for the position. You can also review the job description for the position in order to get more detailed information on the duties of the position and the knowledge, skills and abilities which are required for the position. The link for the job description can be found on Page 1 of the job announcement.
- Please also review the “**License or Certificate**”² section to determine which licenses/certificates you may be required to have at the time application, upon hire (appointment) or within a specific timeframe upon hire.

Facility Technician
Open Competitive / Countywide Promotional
Deadline to Apply: Tuesday, October 3, 2017

WHY WORK FOR WASHOE COUNTY?
Annual Salary: \$52,520 - \$68,348

POSITION INFORMATION
Under general supervision, installs, repairs, and reconditions electrical, plumbing, and mechanical systems in County facilities, may provide some direction and training for maintenance support staff, and performs related work as required.

MINIMUM QUALIFICATIONS ← 1
Three years of journey level experience performing skilled HVAC, electrical, plumbing and mechanical installation, maintenance, and repair work in a commercial, industrial, or institutional setting. OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE ← 2
✓ Possession of a valid driver's license is required at the time of appointment.
✓ Licensing or certification as required by specific assignment.

Tip #2 - Prior to beginning your online application, read the “**What Happens Next**”³ section on Page 2 of the job announcement. The What Happens Next section will give you important information about the examination process for that recruitment such as the tentative date of the exam, type of exam, and exam areas. If the exam is a Training and Experience Exam (T&E), you will find information pertaining to the T&E under the “**Additional Application Requirement**”⁴ section.

-- WHAT HAPPENS NEXT -- ← 3

1. After your application is screened, you will be notified via the email you provided whether you have met the minimum requirements for the position or not. Those applicants who do not meet the qualifications have **five (5)** working days to file an appeal, and request a review of their qualifications.
 2. If you have met the minimum requirements, you will receive an additional email inviting you to test.
 - The tentative date for your exam will be **October 26, 2017**. The exact time for that exam will be sent with your invitation.
 - The exam will be administered and proctored in Reno, NV.
 - The exam will be 100% written multiple choice and will evaluate your expertise, knowledge, skills and abilities in the following areas:
 - ✓ Principles and Practices of Building Maintenance
 - ✓ Electrical, Plumbing, and HVAC Systems
 - ✓ Workplace Safety/Compliance
 - ✓ Interpersonal Skills
 3. After the exam is completed, you will receive an additional email notifying you of your score and rank. This rank will be used to determine which candidates will be interviewed by departments trying to fill a vacancy.
 4. Hiring departments schedule interviews from a list of top scoring candidates. If your name is not sent to the hiring department, it will remain on the list for future opportunities as they become available.
- If you have any questions regarding the Online Application Process you can find additional information at the following link: <https://www.washoecounty.us/humanresources/fdq/online/appprocess.php>

-- ADDITIONAL APPLICATION REQUIREMENT -- ← 4

This recruitment uses a Training and Experience Evaluation (T&E) as the examination

- The T&E can be found starting on page three of this announcement
- The T&E will be scored and ranked based on information provided in the answers to each of the questions.
- Failure to attach the T&E to your application at the time of submission, or failure to provide the required responses to the questions may result in disqualification from the selection process.
- The T&E will evaluate your knowledge, skills and abilities in the following areas:
 - ✓ Library Practices and Procedures
 - ✓ Communication Skills (written, comprehension and oral)
 - ✓ Interpersonal skills
 - ✓ Organizational Systems Awareness

You can find additional information on the Training and Experience Evaluation at the following link: <https://www.washoecounty.us/humanresources/Careers/recruitmentandselectionprocess.php>

- If the exam is a Training and Experience Exam, it can be found on Page 3 of the Job Announcement. Please note that a Training and Experience Exam is an actual exam and will be used to determine your rank and score and your placement on the eligibility list. If a Training and Experience Exam is required, it must be submitted by the deadline indicated on the exam.

Tip #3 – Prior to final submission of your application remember to attach required documents such as the Training and Experience Exam (if applicable), copies of required licenses/certificates, etc.

- Also attach any documents which you want to include within your application file such as a resume, cover letter, letter of recommendation, etc.
- Eligible veterans who were honorably discharged from the U.S. Armed Forces shall receive one (1) bonus point upon passing **Open Competitive** examinations only, provided they attach proof of Honorable Discharge (DD-214 with Classification of Discharge) to the online application at time of submission.

Helpful hints:

- Have all information ready before beginning application. Examples of these items may be previous employment information, resume ready to attach, completed “Training and Experience Exam”
- Application times out after 45 minutes of non-use
- Go through each screen one at a time and verify each field is filled out with the information being requested
- Numbers in fields with numbers only (do not use symbols/characters or letters)
- Letters in fields with letters only (i.e.: do not use symbols/characters or numbers)
- It is recommended you utilize the provided calendar when entering dates (if you enter an item with no date, such as a certificate or end date for current employer, enter 12/31/9999)
- Lastly, any areas marked with an asterisk (*) are required and must be filled in or marked where indicated
- You must receive a confirmation email AFTER submitting your application to confirm receipt. If this has not occurred please contact Human Resources at (775) 328-2081.

~~ WHAT HAPPENS AFTER YOU APPLY ~~

- Your application will be reviewed by Human Resources and you will receive an email notification regarding the status of your application.
- If your application was accepted, you will move forward to the next phase of the selection process. This may entail being invited via email to take a written examination and you can expect to receive this notification at least 7 days prior to the examination. The examination process may also include an Assessment Center, Performance Test or PAT (Physical Ability Test). Please thoroughly read the job announcement for specific exam information.
- If the examination consisted of a Training and Experience Exam (T&E) which you submitted with your online application, you will not need to do anything further at this point.
- Once the examination is scored, you will receive an email notification with your rank and score. Based on your rank and score, you may be invited to interview for the position. Please be advised that a hiring department will receive candidate names for an interview in rank order and can request between 6 and 20 names for interviews. If you are not contacted for an interview, this means that the hiring department did not request enough candidate names to get to your rank on the list. As long as you have passed the exam, your name will remain on the eligibility list for future vacancies.
- If the recruitment did not require an examination, your name will be placed on an unranked eligible list and the hiring department will have the discretion to interview those candidates on the unranked list who most closely match the minimum qualifications and ideal candidate criteria for the position.
- If your application was disqualified, you will receive an email notification which will provide you with the reason for the disqualification. You will have 5 days from the receipt of this notification to appeal the disqualification. Per Washoe County Code, HR is not permitted to consider new information in an appeal. The applicant is only permitted to submit clarifying information on the employment history, job duties etc. which was already submitted on the application.

This document is to be used for quick reference only. It is not about the entire recruitment process. For additional information please go to <https://www.washoecounty.us/humanresources/Careers/recruitmentandselectionprocess.php>.

To apply: <https://jobs.washoecounty.us>