

The City of Wooster
Assistant Plant Operator – Full-time Classified Position

The Assistant Operator is responsible for assisting the Plant Operator with routine tasks in the operation of the Water Pollution Control or Water Production Plant.

Applicants must meet the following:

MINIMUM QUALIFICATIONS: Qualified candidates must have a high school diploma or equivalent and a valid motor vehicle license issued by the State of Ohio. A valid commercial driver's license issued by the State of Ohio is preferred. Must meet insurability guidelines. A Class I Operator state certification issued by the Ohio Environmental Protection Agency **or** obtained within 24 months of hire is required. Experience in the operation of the water pollution control or water production plant; equivalent combination of experience and training which provides the preferred knowledge, skills, and abilities will be considered. (Please refer to complete job description for details)

EXAMINATION PROCESS: An unassembled Civil Service Examination will be administered for this position. Candidates meeting minimum qualifications will be contacted to schedule an oral examination. Passing applicants on the civil service examination will be placed on a Civil Service eligible list. Applicants will be processed for further testing from this list. Applicants must pass or meet all acceptable standards for all pre-employment assessments to meet qualifications. Such examinations may include, but not be limited to: psychological and/or psychiatric examination, CVSA examination, drug screen, background investigation, personality assessment and personal interview. The duration of the list will be one year or until exhausted.

A detailed job description and application can be found at www.woosteroh.com. A completed application must be received by E-mail to **applicant@woosteroh.com** no later than Monday, April 20, 2020.

Special auxiliary aids for handicapped persons are available upon request. At least five (5) days notice is required prior to the Civil Service Examination. Requests must be made to the Human Resources Division 330-263-5254 during regular working hours.

The City of Wooster
Job Description
An Equal Opportunity Employer

JOB TITLE:	Assistant Operator	CLASSIFICATION:	Classified
DIVISION:	Utilities	FLSA STATUS:	Non-exempt
DEPARTMENT:	Public Works	PAY SCHEDULE:	WEA
REPORTS TO:	Utility Supervisor	PAY GRADE:	5
SUPERVISES:	N/A	MINIMUM:	\$ 16.50 / Hr.
		MAXIMUM:	\$ 25.78 / Hr.

Job Summary

The Assistant Operator is responsible for assisting the Plant Operator with routine tasks in the operation of the Water Pollution Control or Water Production Plant.

Essential Job Functions and their Measure

1. Responsible for assisting with routine tasks in the operation of the Water Pollution Control and/or Water Treatment Plant
 - a. Performs regular routine inspections of the plant
 - b. Responsible for minor repairs of plant equipment
 - c. Reads meters, gauges, dials and records findings
 - d. Uses plant computer system to monitor and adjust plant processes
 - e. Starts and stops pumps, regulates valves, and observes flow dials
 - f. Controls the various plant treatment processes including but not limited to sludge pumping, aeration rates, chemical feed rates, tank levels, etc.
 - g. Collects samples for laboratory and process control tests
 - h. Performs routine maintenance duties to grounds and plant facilities
 - i. Performs basic calibration, cleaning and maintenance of equipment
 - j. Performs other duties as assigned
 - k. Position may require shift work including weekends and holidays
2. Responsible for effective verbal, written and electronic communication
 - a. Communicates status of workload to Plant Operator, Supervisor and/or Director
 - b. Responsible for completing all records and reports as required
 - c. Writes legibly, maintains accurate information, and uses proper spelling, grammar
 - d. Communicates information effectively, accurately and timely with occasional interaction with the general public
3. Demonstrates compliance with City of Wooster safety rules
 - a. Operates equipment and vehicles safely and without at-fault accidents
 - b. Actively works to maintain a safe physical environment for self and coworkers
 - c. Utilizes appropriate protective devices as needed

Qualifications:

The following qualifications or equivalents are the minimum requirements necessary to perform the essential functions of this job.

Education and Formal Training

- High School Diploma or equivalent required
- Valid motor vehicle license issued by the State of Ohio is required; commercial driver's license issued by the State of Ohio preferred. Must meet insurability guidelines.
- State certification Class I issued by the Ohio Environmental Protection Agency must be obtained within 24 months of hire
- College level courses in any of the following: chemistry, biology, mathematics, physics, engineering, natural science or related fields preferred

Work Experience

- Experience in the operation of the water pollution control or water production plant; equivalent combination of experience and training which provides the preferred knowledge, skills, and abilities will be considered

Knowledge, Skills & Abilities Required

- Ability to learn modern water pollution control and/or water production plant principles and operating practices
- Demonstrated mechanical ability
- Proficient with Windows operating system, including spreadsheets, word processing and data base programs
- Ability to learn occupations hazards connected with water pollution control and/or water production operations
- Ability to observe and enforce appropriate safety precautions
- Ability to understand and carry out difficult oral and written instructions

Physical Requirements

- Regularly lift and or move up to 25 pounds; occasionally up to 100 pounds
- Ability to regularly talk or hear, see, stand, use fingers/hands/arms to feel objects, tools or controls
- Ability to regularly bend, sit, stand, stoop, kneel, crouch or crawl, reach, walk, climb or balance
- Sufficient mobility and dexterity of both arms (or mechanical substitutes) to safely operate power equipment
- Ability to work in all weather conditions including wet, humid, extreme heat, etc.
- Occasional required to work in high, precarious places; exposed to risk of electrical shock, odorous vapors, harsh chemicals; handling of explosive, contaminated or infectious materials; exposed to vibrations; confined spaces

Job description statements are intended to be sufficient merely to identify the general nature and class of work being performed, and be illustrative of the kinds of duties that may be assigned to the position allocated to the class and should not be interpreted to describe all of the responsibilities, duties and skills which may be required of employees holding a position assigned to this class.

The City of Wooster is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA) the City of Wooster will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

I certify that I have read this job description and specifications; it has been explained to me. I understand and accept the expectations of my duties and responsibilities as a condition of my employment as stated herein.

I have received, read and understand the Position Description above.

Employee Signature: _____ Date: _____

Director of Administration Signature: _____ Date: _____

Human Resources Manager Signature: _____ Date: _____