

CITY OF LIMA, OHIO CIVIL SERVICE BOARD

SECRETARY
DEBRA S. VOBBE

202 E. HIGH STREET -- 2ND FLOOR
LIMA, OHIO 45801
TELEPHONE: 419-223-7271

BOARD MEMBERS
PILATE. BRADLEY, JR
BYRON SELDEN
MARK MULLENHOUR

NOTICE

THE LIMA CIVIL SERVICE BOARD HEREBY GIVES NOTICE PURSUANT TO CIVIL SERVICE RULE 5, SECTION 4(c) THAT THE POSITION OF **WASTEWATER TREATMENT SUPERVISOR CLASS IV** WILL BE FILLED IN A NON-COMPETITIVE MANNER AND THAT NO EXAMINATION FOR THE POSITION WILL BE HELD BECAUSE THE EXCEPTIONAL EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS REQUIRED RENDER SUCH AN EXAMINATION IMPRACTICABLE.

ANYONE WHO BELIEVES THAT HE OR SHE POSSESSES THE NECESSARY QUALIFICATIONS IS INVITED TO SUBMIT HIS/HER RESUME FOR THIS POSITION TO THE UNDERSIGNED NO LATER THAN **APRIL 10, 2020 AT 4:00 P.M.**

BY: DEBRA S. VOBBE, SECRETARY

THE CITY OF LIMA, OHIO IS AN EQUAL OPPORTUNITY EMPLOYER

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CITY OF LIMA WASTEWATER TREATMENT SUPERVISOR CLASS IV

The City of Lima, Ohio is currently accepting resumes for the position of Wastewater Treatment Supervisor Class IV. Under administrative direction, directs and performs personnel; performs budget functions; assists in development of policies and procedures; manages facility, equipment and supplies; establishes and maintains external relationships and maintains personal and professional competence and awareness; performs public relations activities.

Qualified candidates must possess the following: Completion of secondary education, plus post-secondary course work in sanitary, chemical or mechanical engineering, biology or related field and seven (7) years of progressively responsible wastewater treatment plant operation and maintenance experience, or equivalent. Must have supervisory experience and possess a Class IV Wastewater Plant Operator's License.

Starting Pay: 31A \$33.34 per hour

Interested individuals should submit a resume, to:

Lima Civil Service Board
c/o Debra S. Vobbe
202 E. High Street
RTA Building—Second Floor
Lima, OH 45801

For consideration, resumes must be received no later than Friday, April 10, 2020 at 4:00 p.m.

THE CITY OF LIMA, OHIO IS AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

CITY OF LIMA

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Revised July 2016

CLASS TITLE: WW Treatment Plant Supervisor **Status** Nonexempt **CODE:** 465

JOB RESPONSIBILITIES: In addition to the following, performs other related duties as required.

Under administrative direction; directs and performs wastewater treatment functions; directs division supervisors; performs personnel functions; performs budget functions; assists in development of policies and procedures; manages facility, equipment and supplies; establishes and maintains external relationships; prepares and maintains division records; maintains personal and professional competence and awareness; performs public relations activities.

QUALIFICATIONS: Any combination of training and work experience which indicates possession of the knowledge, skills and abilities listed below. An example of an acceptable qualification for this position is:

Completion of secondary education, plus post-secondary course work in sanitary, chemical or mechanical engineering, biology or related field and seven (7) years of progressively responsible wastewater treatment plant operation and maintenance experience, or equivalent. Must have supervisory experience and possess a Class IV Wastewater Plant Operator's License or possess a Class III Wastewater Treatment Plant Operator's License with application for a Class IV license submitted by date of appointment. A Class III appointee must obtain a Class IV Wastewater Treatment Plant Operator's License within two (2) years of appointment. Employees are designated as Wastewater Treatment Plant Supervisor III or IV based upon license held.

ILLUSTRATIVE DUTIES OF THE CLASSIFICATION: The following duties are intended to depict tasks performed by this classification.

1. Directs and performs wastewater treatment functions; plans, directs and coordinates the operation of wastewater treatment plant; investigates industrial waste sources and determines the impact of such waste upon wastewater maintenance activities; utilizes computerized process control system to control the treatment process and chemical feed rates; directs the adjustment of processing methods.
2. Supervises division supervisors; allocates material resources; allocates personnel resources; determines work priorities; delegates work responsibilities to supervisory personnel; assigns tasks, provides direction and ensures work complies with organizational standards; plans and prepares work schedules.
3. Performs personnel functions; determines organizational training programs; evaluates performance of supervisory personnel; trains and instructs subordinate personnel; conducts staff briefings and meetings.
4. Performs budget functions; collects data to forecast budgetary needs; prepares, presents and revises budget requests; monitors expenditures; revises, reallocates and requests additional funds, as necessary.

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5. Assists in development of policies and procedures; communicates and implements policies and procedures; assists Utilities Director in development of division policies, procedures, goals and objectives.
6. Manages facility, equipment and supplies; performs periodic inspections of facilities and equipment; plans and recommends the improvement of facilities and/or equipment.
7. Establishes and maintains external relationships; coordinates inter-agency activities; communicates with vendors; communicates with Utilities Director, division heads and other employees concerning work activities.
8. Prepares and maintains division records; establishes and implements record and document maintenance systems and procedures; maintains division records according to established procedures; prepares periodic reports for external agencies (e.g., OEPA); prepares activity reports; analyzes plant and laboratory records and reports. In addition, is in responsible charge of Wastewater Treatment Plant and officially signs monthly operating reports.
9. Maintains personal and professional competence and awareness; acquires knowledge from professional journals; maintains required certifications; maintains required licenses.
10. Performs public relations activities; coordinates/conducts tours (e.g., facilities, community, etc.).

KNOWLEDGE, SKILLS AND ABILITIES necessary to perform duties (* indicates developed after employment).

Knowledge of: employee training and development; personnel practices; resource management; manpower planning; management; delegation; budgeting; organizational policies and procedures*; organizational goals and objectives*; inspection techniques; public relations; certification/licensure requirements; records preparation and management; wastewater treatment plant operating procedures; wastewater treatment regulations; water hydraulics; computer operation; biology; chemistry; laboratory procedures; safety practices and procedures.

Skill in: computer operation; motor vehicle operation.

Ability to: communicate effectively; deal with many variables and determine specific action; communicate effectively; apply principles to solve practical, everyday problems; complete routine forms; use proper research methods to gather data; define problems, collect data, establish facts and draw valid conclusions; interpret extensive variety of technical material in books, journals and manuals; understand, interpret and apply laws, rules or regulations to specific situations; recognize unusual or threatening conditions and take appropriate action; develop and maintain effective working relationships; maintain records

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according to established procedures; prepare accurate documentation; exercise independent judgment.

Essential Functions

With or without reasonable accommodation, the incumbent must:

- T complete all work as detailed in the illustrative duties section at acceptable productivity levels
- T demonstrate all skills and abilities as referenced in this job specification at acceptable productivity levels
- T demonstrate reasonable and reliable attendance
- T maintain all required licensures and/or certifications
- T operate all designated equipment at acceptable productivity levels

EQUIPMENT OPERATED

Process control computer, computer, motor vehicle.

LICENSURE OR CERTIFICATION REQUIREMENTS

A Class IV Wastewater Treatment Plant Operator's license or a Class III Wastewater Treatment Plant Operator's License with proof of an application for Class IV and attainment of such within two (2) years of appointment.

APPROVED by CSB: July 7, 2016