



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

February 27, 2019

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Water Pollution Control Department**.

Water Pollution Control Operator II - It is a full-time position working the night shift with a starting pay rate of \$19.24 per hour. A job description is attached.

- Note:** - Duties include (but are not limited to): Operates sewage treatment, sludge processing, and disposal equipment in the water reclamation plant to control flow and processing of sewage.
- A Class II Wastewater Works Operator’s Certificate issued by the Ohio Environmental Protection Agency is required (or the ability to obtain it within one (1) year of start date), as well as a valid Ohio Driver’s License without restrictions and is free from any requirement of High-Risk Liability Insurance.
 - Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Thursday, February 28, 2019 at 8:00 am
 Application Closing Date/Time: Friday, March 15, 2019 at 1:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O’Neil, Affirmative Action Secretary
City of Marion

Attachment

- | | | | | |
|-------------------------|--------------------------------|---------------|-----------------|-----------------|
| cc: Committee Members | Public Works Director Bischoff | Auditor | IT | Probation |
| Support Data List (AA) | HRAA - O’Connor | Council | Law Director | Senior Center |
| Mayor Schertzer | HRC - Mayes | Engineering | Municipal Court | Transit |
| Safety Director Robbins | City Hall - 3 Floors | Fire Dept - 3 | Parks | Utility Billing |
| Service Director Caryer | Airport | Garage | Police Dept | WWTP |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF MARION OHIO
Job Description**

Job Title: WWTP OPERATOR II
Department: WATER POLLUTION CONTROL
Reports To: WPC SUPERINTENDENT
FLSA Status: Non-Exempt AFSCME GRADE 24
Prepared By: H.R.
Prepared Date: 02-12-08
Approved By:
Approved Date:

SUMMARY: Operates sewage treatment, sludge processing, and disposal equipment in the water reclamation plant to control flow and processing of sewage. Working under direction, performs routine and skilled tasks necessary in controlling operations of the water reclamation plant on an assigned shift. Work of this class involves shift responsibility for the operations of the plant and performing as a shift leader when necessary. Work is performed in accordance with operating procedures outlined by the Plant Superintendent or other Line Supervisor, and requires making some operating decisions in absence of supervisory personnel. Work is reviewed through inspections and by observing the effectiveness with which it contributes to a satisfactory and efficient team effort in operating the plant facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned.

- Operates automatic pumps, valves and other equipment in wastewater treatment plant as necessary to maintain maximum efficiency;
- Monitors, records and interprets control panel readings of temperature, pressure, weights, levels, flow and other data which are obtained from various gauges and meters and adjusts valves and gates manually or by remote control to regulate flow of sewage;
- Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine load requirements;
- Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge processes;
- Adjusts chemical feed rate and supplies chemicals to feeders;
- Oils, greases, cleans and paints equipment as required; makes minor repairs and adjustments to plant equipment; may assist Maintenance Mechanic in major repairs;
- Collects samples of wastewater and solids at various locations and performs routine laboratory analysis as required; Operates container truck and towmotor as required for continuous plant operation;
- Instructs Trainee in operation of plant equipment and the interpretation of data obtained from gauges and meters;
- Maintains records and prepares required reports; participates in maintaining plant structures and surroundings in clean, orderly manner.

SUPERVISORY RESPONSIBILITIES: Acts as a shift leader with operators and trainees engaged in the routine operation and care of a variety of equipment associated with the wastewater

treatment plant. Oversees and instructs Trainees in the various duties required in the operation of the plant.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED); Training in the field of wastewater treatment; and considerable experience in the operation and maintenance of a wastewater treatment plant preferred; or a combination of experience and training which provides the required knowledge, skills and abilities may be considered.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively with co-workers.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to make mathematical computations and analytical measurements with accuracy.

Reasoning Ability: Ability to understand and to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills: To perform this job successfully, an individual should have knowledge of Windows operating systems, Internet software, Spreadsheet software, and Word Processing software.

Certificates, Licenses, Registrations: Valid unrestricted Ohio Driver's License. Class II Wastewater Works Operators Certificate from the Ohio Environmental Protection Agency.

Other Skills and Abilities: Thorough knowledge of a variety of hydraulic, biological, chemical and mechanical principles pertinent to the operation of an activated sludge treatment plant with chemical treatment and post chlorination. Good knowledge of: the specific operating and maintenance characteristics of major components of plant machinery and equipment; and the occupational hazards and safety precautions of the work. Ability to: inspect machinery and mechanical equipment to detect malfunctions; accurately read meters and charts and maintain records of shift operations; plan and supervise the activities of others in a manner conducive to full performance and high morale.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand, walk and climb stairs. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities

required by this job include close, distance, color and peripheral vision with good depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.