

The City of Wooster
Plant Operator – 2nd shift – 4x10 hour days per week (Wed-Sat; 2pm-12am)
Minimum starting wage \$26.27/hour

The Plant Operator is responsible for the continuous operation, maintenance, and inspection of the plant in the Water Pollution Control Plant on an assigned shift. The current vacancy for Plant Operator is Wednesday through Saturday, 2nd shift (2pm to 12am) working a 4 day work week, 10 hours a day.

Minimum starting wage \$26.27/hour for candidates without EPA certification. Candidates with a Class II wastewater certification start at \$28.38/hour. Candidates with a Class III wastewater certification start at \$30.65/hour. Full benefit package begins on the first date of employment.

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, must meet insurability guidelines. A Class I, II, III, or IV state certification issued by the Ohio Environmental Protection Agency **or** a Class I obtained within 24 months of hire is required.

EXAMINATION PROCESS: An assembled Civil Service Examination will be administered for this position. Testing will be held on **Monday December 9th at 4:00pm OR Tuesday, December 10th at 9:00am.** Testing will take approximately 2 hours to complete. Applicants meeting minimum qualifications will be scheduled for one of these sessions based upon available seating. 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 and remain on the eligible list. Such examinations may include, but not be limited to: psychological and/or psychiatric 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 <https://www.woosteroh.com/human-resources/careers>. The application deadline is December 3, 2024

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 330-263-5256 during regular working hours.

The City of Wooster
Job Description
An Equal Opportunity Employer

JOB TITLE:	Plant Operator	CLASSIFICATION:	Classified
DIVISION:	Utilities	FLSA STATUS:	Non-exempt
DEPARTMENT:	Public Works	PAY SCHEDULE:	WEA
POSITION CONTROL:		PAY GRADE:	5w, 6w, or 7w
REPORTS TO:	Utility Supervisor	MINIMUM:	\$ 23.16 / Hr.
SUPERVISES:	N/A	MAXIMUM:	\$ 31.61 / Hr.

Job Summary

The Plant Operator is responsible for the continuous operation, maintenance, and inspection of the plant in the Water Pollution Control or Water Treatment Plant on an assigned shift.

Essential Job Functions and their Measure

1. Responsible for ensuring efficient operation, maintenance and inspection of the Water Pollution Control and/or Water Treatment Plant
 - a. Performs routine inspections on plant equipment
 - 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 by not limited to sludge pumping, aeration rates, chemical feed rates, tank levels, etc.
 - g. Collects samples for laboratory and process control tests
 - h. Conducts process control and basic laboratory tests
 - i. Performs routine maintenance duties to grounds and plant facilities
 - j. Performs basic calibration, cleaning and maintenance of equipment
 - k. Performs other duties as assigned

2. Responsible for effective verbal, written and electronic communication
 - a. Communicates status of workload to 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

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 of Class I, II, III, or IV issued by the Ohio Environmental Protection Agency or obtained within 24 months of hire required
- 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

- Good demonstrated knowledge of modern water pollution control and/or water production plant principles and operating practices
- Demonstrated mechanical ability
- Ability to plan and supervise the work of others
- Proficient with Windows operating system, including spreadsheets, word processing and data base programs
- Knowledge of 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
- Must be available to work different shifts and/or weekends

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
- Must work weekends and shift work

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: _____