

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

The Plant Operator is responsible for the continuous operation, maintenance, and inspection of the plant in Water Pollution Control.

**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, 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. Experience in the operation of the water pollution control or an equivalent combination of experience and training which provides the preferred knowledge, skills, and abilities; mechanical ability; proficiency in Windows operating system; ability to plan and supervise the work of others; knowledge of occupational hazards connected with water pollution control and or/water production operations; and ability to understand and carry out difficult oral and written instructions. Candidates must be available to work various shifts and/or weekends.

**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](http://www.woosteroh.com). A completed application must be received by E-mail to [applicant@woosteroh.com](mailto:applicant@woosteroh.com) no later than Monday, April 6, 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

<b>JOB TITLE:</b>	Plant Operator	<b>CLASSIFICATION:</b>	Classified
<b>DIVISION:</b>	Utilities	<b>FLSA STATUS:</b>	Non-exempt
<b>DEPARTMENT:</b>	Public Works	<b>PAY SCHEDULE:</b>	WEA
<b>POSITION CONTROL:</b>	42 / 43 PLTOPR	<b>PAY GRADE:</b>	8
<b>REPORTS TO:</b>	Utility Supervisor	<b>MINIMUM:</b>	\$ 18.06/ Hr.
<b>SUPERVISES:</b>	N/A	<b>MAXIMUM:</b>	\$ 27.09 / 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 but 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: \_\_\_\_\_