

The City of Wooster
Plant Operator – 2nd Shift – 4x10 hour days per week
Minimum starting wage \$22.04/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 \$22.04/hour for candidates without EPA certification. Candidates with a Class II wastewater certification start at \$23.80/hour. Candidates with a Class III wastewater certification start at \$25.71/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, along with extra points for candidates who already have EPA certification in wastewater. Testing will be held on **Saturday, October 22nd at 9:00am OR Tuesday, October 25th at 8:00am or 5:00 pm.** Testing will take approximately 1 hour 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 October 16, 2022.

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:	Plant Operator	CLASSIFICATION:	Classified
DIVISION:	Utilities	FLSA STATUS:	Non-exempt
DEPARTMENT:	Public Works	PAY SCHEDULE:	WEA
POSITION CONTROL:	42 / 43 PLTOPR	PAY GRADE:	5w, 6w, or 7w
REPORTS TO:	Utility Supervisor	MINIMUM:	\$ 22.04 / Hr.
SUPERVISES:	N/A	MAXIMUM:	\$ 30.07 / 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