



NOTICE OF JOB OPENING

The Massillon Civil Service Commission is now hiring for the position of **Plant Operator I** for the Massillon Wastewater Treatment Plant.

Pay: \$22.66 and up depending on experience and certifications

Applicants attaining a minimum passing score of seventy percent (70%) on the resume scoring system, based on the qualifications of the candidate compared to the job description, will be placed on an eligibility list ranked according to total score. Per Section 124.26 of the Ohio Revised Code, the eligibility list expires upon filing or closing of the position.

The results of this resume scoring will be used to create a certified eligibility list to hire from.

Applications WITH resume and cover letter will be accepted until Thursday December 21, 2023

Applications can be found and submitted online, emailed to jthieret@massillonohio.gov, mailed or delivered to Jim Thieret at 151 Lincoln Way East, Massillon, OH 44646

TO APPLY go to:

[Massillonohio.gov/jobs](https://massillonohio.gov/jobs)

- Once you apply, if qualified for the position, you will be contacted via email to submit documentation which includes a copy of your driver's license, High School / GED diploma OR transcripts and bonus documentation (if applicable) for military service.
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Description

Wastewater Plant Operator is responsible for semi-skilled technical work of a demanding nature. Work involves operations, inspections and minor maintenance on equipment and approved methods of wastewater and other conduits of this nature. Wastewater Plant

Operator 1 performs daily tasks associated with operational routines to ensure plant compliance. This position reports and takes direction from Plant Manager, Operation Superintendent, Maintenance Supervisor, Maintenance Superintendent, Collections Supervisor and/or Collection Superintendent.

Job Duties

- Operates a variety of wastewater treatment facility equipment (e.g. chlorination unit, bar screen, vacuum filters, tertiary treatment devices, etc.); monitors the performance of aeration and settling tanks.
- Takes samples at various stages of the wastewater treatment process; performs basic laboratory tests for process control; reads and records data from a variety of gauges, meters and other measuring devices; assists with establishing operating control parameters; maintains accurate operational logs and reports.
- Inspects equipment to determine if operating properly; changes and updates charts as required; performs minor maintenance tasks (e.g. lubricates equipment, cleans, washes and changes filters; cleans and repairs screens, grids, chemical unloading equipment, etc.); may assist in the repair of major equipment.
- Knowledge of wastewater treatment systems and facilities, safety practices and procedures, chemicals used in wastewater treatment process, wastewater treatment equipment operation; ability to deal with problems involving several variables in familiar context, understand manual and verbal instructions technical in nature, cooperate with co-workers on most projects, and demonstrate physical fitness.
- Performs any other work necessary pertaining to the Wastewater Treatment Facility.
- Available "On-Call" during non-regular scheduled hours and for overtime as needed.
- Other duties as assigned by management.

Experience / Education Required

Candidates for hire must successfully complete a pre-employment fit for duty physical, background check and drug test prior to appointment.

- Possess a High School Diploma or GED
- Must have 12 months experience in wastewater operations or equivalent combination of education and experience.
- Ability to continuously lift up to 50 lbs.
- Ability to stand, bend, twist, kneel and climb throughout the shift.
- Possess a valid Ohio Driver's License.
- High aptitude for learning.
- Has basic knowledge of hand tools and power tools used in wastewater maintenance activities (wrench, hammer, screwdriver, tape measure, level, drill, impact gun, mop/broom).
- Demonstrates physical fitness.
- Utilizes computer to complete work assignments including data entry.
- A CDL is not required, but preferred and could be required to be obtained at the discretion and financial cost of the City.

LATERAL HIRES – In order to be competitive in wages, the City may at their discretion match the qualified applicant's current wages.

BONUS INFORMATION

Military: An additional credit of twenty percent (20%) for those that have completed **One hundred eighty days (180) of active duty** serving service to executive order of the President of the USA or an act of Congress.

An additional credit of fifteen percent (15%) for those that have completed **Initial entry-level training, or a retired member of a reserve** component of the Armed Forces of the United States, including the Ohio National Guard.

- *Applicants must submit a certificate of service or Honorable Discharge (DD-214- Long Version) as proof of honorable military service and discharge to receive credit.*

Wastewater Certificates: An additional credit of fifteen percent (15%) for those that hold certificates.

Additional Examinations: Applicants who pass the Resume Review become eligible for an oral interview. Candidates receiving a conditional offer of employment will be required to pass a pre-employment medical examination, drug screen and background check.

REASONABLE ACCOMMODATION

Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commissions inability to accommodate any disability.

EQUAL EMPLOYMENT OPPORTUNITY

The City of Massillon is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, gender, national origin, age, political affiliation, or any other non-merit factor.

By order of the Massillon Civil Service Commission