



Massillon Civil Service Commission

NOTICE OF EXAMINATION

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

To sit for the written examination, you must complete an on-line Indeed® assessment. Failure to complete the assessment, will disqualify you from sitting for the examination. You must have a passing score of 70% to move onto the written examination.

The online assessment counts towards 40% of your testing score, 60% from the written examination.

Applicants attaining a minimum passing score of seventy percent (70%) on the written examination 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 written examination will be used to create a certified eligibility list to hire from.

DATE: Thursday October 21, 2021

LOCATION: Massillon Recreation Center -Massillon, OH

Exam Time: 6:00 PM

TO APPLY

**** Once you apply to the position using the above link, you will receive more information via email*

<https://www.indeed.com/job/wastewater-plant-operator-3rd-shift-2ee522a3002a5d58>

JOB RESPONSIBILITIES:

Under general supervision, performs semi-skilled and skilled tasks associated with the operation of the treatment facility; operates and performs minor maintenance on wastewater treatment plant equipment and related accessories. Work can be characterized by assignment to rotating shifts where needed or as ordered by the Operation Superintendent, Plant Maintenance Supervisor, or the Manager.

MINIMUM QUALIFICATIONS:

- High school diploma or GED supplemented by coursework in wastewater treatment, or equivalent combinations of training and/or experience
- Must possess a valid Ohio Driver's License
- A CDL is preferable and could be required to be obtained at the discretion and financial cost of the City
- Performs other related duties as required

ILLUSTRATIVE DUTIES: The duties listed below are intended to depict tasks performed by this classification.

- 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 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.
- Unloads chemicals into storage area; mixes chemicals as required; performs other manual work for safety in the storage and transportation of chemicals.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Basic knowledge of wastewater treatment systems and facilities, safety practices and procedures.
- Ability to recognize unusual or threatening conditions and take appropriate actions, and work alone.
- Demonstrate physical fitness.
- Carry out instructions in written, oral or picture form.
- Cooperate with co-workers on group projects.

BONUS INFORMATION:

BONUS CREDIT – DOCUMENTATION & STANDARDS

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.*

Additional Examinations: Applicants who pass the written examination 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 Commission's 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.