Equity. Merit.

Massillon Civil Service Commission

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NOTICE OF EXAMINATION

WWTP WASTEWATER INDUSTRIAL PRETREATMENT INSPECTOR

The Massillon Civil Service Commission will conduct a competitive Resume Review for the position of Industrial Pretreatment Inspector with the City of Massillon Waste Water Treatment Department. The deadline for applications is Wednesday November 04, 2026 at 4:00 pm. Candidates must submit a cover letter and resume along with their application in order to be considered for this position.

DUTIES:

The Industrial Pretreatment Inspector works under general supervision and supervises the activities of the industrial pretreatment program flow monitoring; prepares reports; analyzes data and makes recommendations pertaining to all industrial inflow limits. Ensures delivery of treatable sewage from various locations to the wastewater treatment facility and to enforce related sewer ordinances.

MINIMUM REQUIREMENTS:

To be eligible for examination, applicants must meet the following qualifications:

- Applicants shall possess a Valid Ohio Driver's License
- High School Diploma or GED
- Applicants shall possess a Class I Water Reclamation Certificate from the State of Ohio
- Applicants shall have a minimum of twelve (12) months of Wastewater experience

SKILLS, ABILITIES, PHYSICAL DEMANDS:

- Monitor sampling procedures utilized by flow monitoring crew to ensure samples are representative
- Conducts research and prepares technical specifications for equipment that is to be bid and reviews spec's
- Available on-call during non-working hours and for overtime emergencies
- Computer skills including Microsoft Office, Usage of the Internet, etc
- Physical demands include: standing, walking, kneeling, crouching, climbing stairs, etc on a routine basis
- The Industrial Pretreatment Inspector must be able to frequently lift and/or move up to 10 pounds
- The Industrial Pretreatment Inspector must be able to regularly lift and/or move up to 25 pounds
- The Industrial Pretreatment Inspector must be able to occasionly lift and/or move up to 50 pounds
- The Industrial Pretreatment Inspector must have specific vision abilities including: close vision, distance vision, color peripheral vision, depth perception, and the ability to adjust focus
- The Industrial Pretreatment Inspector must be able to enter confined spaces such as tanks, vaults and large diameter

PAY & BENEFITS:

New Hires will be eligible for our rich benefit plan. The plan includes: Comprehensive Health Care Insurance, Retirement Plan, Paid Vacation, Sick Leave Benefit, Paid Holidays

BASE SALARY RANGE: $25.16 to $31.96 hourly FULL - TIME CLASSIFIED

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

APPLY HERE!

https://massillonohio.gov/jobs

In order to be eligible for this position, candidates must submit a resume and cover letter along with their application. ADDITIONALLY, CANDIDATES MUST SUBMIT A COPY OF THEIR WATER RECLAMATION CERTIFICATE IN ORDER TO CONTINUE IN THE PROCESS.

PASSING SCORE & BONUS CREDITS:

The minimum passing score is seventy percent (70%). Twenty percent (20%) is the maximum total bonus credit available which, if applicable, will be added to passing scores of seventy percent (70%)

- **Veteran's Preference**

  Any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of a reserve component of the armed forces of the United States, including the Ohio national guard, who has completed more than one hundred eighty days of active duty service pursuant to an executive order of the president of the United States or an act of the congress of the United States may file with the director a certificate of service or honorable discharge, and, upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in gthe examination in which the person receives a passing grade.

  A member in good standing of a reserve component of the armed forces of the United States, including the Ohio national guard, who successfully completes the member's initial entry-level training shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

  Applicants must submit a certificate of service or Honorable Discharge (Form DD 214 – Long Version) as proof of honorable military service at the time of filing the application to receive credit.

ADDITIONAL TESTING & REQUIREMENTS PRIOR TO APPOINTMENT

Applicants who obtain a minimum score of seventy percent (70%) or greater on the written examination (prior to bonus credit being included) will be required to pass an oral interview, background investigation, drug screen, and medical evaluation.

REASONABLE ACCOMODATION

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.

BY ORDER OF THE MASSILLON CIVIL SERVICE COMMISSION
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Tom Burgasser, Administrator
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