



Council-Mayor Government

THE CITY OF
Zanesville

401 Market Street • Zanesville OH 43701
Phone (740) 455-0601, ext. 148 • Fax (740) 455-0675
E-mail: billie.corns@coz.org
Civil Service Commission

OFFICIAL NOTICE OF PROMOTIONAL/OPEN COMPETITIVE JOB OPPORTUNITY

The Civil Service Office is now accepting applications for the position of Wastewater Plant Operator III, Wastewater Division. Open to the General Public and to all City of Zanesville employees. Must possess a State of Ohio Wastewater Class III Operator's License OR a Class II Operator's License with the ability to obtain the Class III License within 24 months of appointment. Preference will be given to City employees at time of selection. Apply in person.

POSITION & JOB NUMBER : Wastewater Plant Operator III, AFSCME 5-733

DEPARTMENT/DIVISION : Public Service/Wastewater Department

PAY RANGE : Range 200 - \$20.59 – 26.36 (AFSCME 2016 Rate)

HOURS PER WEEK : 40 Regular Hours
Must be available to work overtime
Rotating shifts, holidays and weekends

TIME PERIOD TO APPLY : November 10 through November 28, 2016
Office will be closed November 11th, 24th, and 25th
9:00 – 11:00 a.m. and 1:00 – 4:00 p.m.
Closed for lunch at 12:00 – 1:00 p.m.

PLACE TO APPLY : Civil Service Employment Office
Municipal Building
401 Market Street - First Floor
Zanesville, Ohio 43701
Phone: 740-455-0601, Ext. 148

POSITION QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: High school degree, GED or equivalent and possession of State of Ohio Certificate, Class III Operator in Wastewater Treatment. Successful experience in wastewater treatment operations, with demonstrable ability to supervise and determine adjustments to plant operating processes.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

State of Ohio Certificate as a Class III Operator in Wastewater Treatment. State motor vehicle operator's license.

DISTINGUISHING JOB CHARACTERISTICS

Under direction, operates the City's Wastewater Treatment Plant at the Class III level. Provides general supervision and direction to Wastewater Treatment Plant Operator I's and II's. Prepares plant operational reports and performs other administrative duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Supervises Wastewater Treatment Plant Operator's I's and II's in performance of job duties and responsibilities. Assigns tasks, provides direction, suggests improved job methods, and ensures work complies with policy, quality standards and regulatory requirements. Troubleshoots and advises staff regarding interpretation of plant operating data and adjustment to processes.

Operates and makes adjustment to all treatment plant processes including sulphur dioxide dechlorination system.

Monitors and maintains pumps, valves, telescopic valves, gas detection units, bar screens and conveyors, methane gas collection equipment, heat exchangers and other wastewater treatment plant equipment.

Processes sludge and dehydrates to make ready for land application. Monitors all processes and reports operating problems.

Collects plant samples. Checks, records and runs analytical tests for pH, DO, CL₂ and interprets data for adjusting plant operating processes. Reviews and interprets daily laboratory results, and advises and recommends operating changes in procedures.

Orders plant chemicals and supplies including chlorine gas, sulfur dioxide gas and other chemicals.

Completes operational plant data sheets, health department report, plant DO/pH test results, gravity thickener pumping records, digester temperature record, and other special records to reflect short-term or additional tests.

Checks wastewater plant on a daily basis by visual observation and initiates adjustments to plant operating processes. Notifies plant maintenance staff of equipment maintenance needs, and plant Superintendent and laboratory of recommended process changes and operational problems.

Schedules special diagnostic tests.

Monitors and collects samples from septage haulers.

OTHER DUTIES AND RESPONSIBILITIES

SCOPE OF SUPERVISION

Functional supervision over Wastewater Plant Operator I's, II's and interns.

EQUIPMENT OPERATED

Pumps; valves; telescopic valves; bar screens and conveyors; composite samplers; methane gas collection equipment and heat exchangers; oilers and grease guns; laboratory equipment such as pH meters, CL₂ meters, DO meters; grit system; electrical switches on control panel; other wastewater equipment. Occasionally operates gas detection units; tripods and SCBA's.

CONTACTS WITH OTHERS

Wastehaulers; general public; vendors.

CONFIDENTIAL DATA

None

WORKING CONDITIONS

Occasional exposure to heat, cold, dampness, smells, noise, chemicals, dirt, and dust. Consistent exposure to fumes. The employee must use standard safe precautions due to exposure to chemicals, chlorine, sulfur dioxide & other gases and bacteria, and exposure to injury from operation of equipment.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently stands and walks for extended periods of time, uses hands to hold and control equipment; reaches with hands and arms, climbs and occasionally balances, and stoops, kneels, crouches, and crawls.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Class III level wastewater plant operations; methods used to treat raw sewage; EPA and local laws and regulations relating to wastewater treatment; work hazards and safety precautions; basic chemistry; basic mathematics; supervisory practices.

Ability to: perform physical labor for extended periods of time; perform indoor and/or outdoor work under varying and possibly adverse weather and working conditions; develop and maintain effective working relationships with associates, general public, safety representatives, and others; work with and around chemicals, wastewater and other adverse conditions; handle multiple tasks; work independently.

Skill in: operation of wastewater plant operating equipment; conducting and analyzing laboratory tests; maintaining plant operating records; reading and interpreting gauges and other data, and determine adjustments to plant operating processes; operating electrical control panels and sensors; troubleshooting plant operating problems.

CIVIL SERVICE EXAMINATION

THERE WILL **NOT** BE A WRITTEN EXAMINATION FOR THIS POSITION. TEST TAKEN IN ORDER TO OBTAIN A CLASS II or III CERTIFICATION FROM THE STATE OF OHIO SHALL BE CONSIDERED AS THE CIVIL SERVICE EXAMINATION FOR THE POSITION OF WASTEWATE-R PLANT OPERATOR III.

Distributed to
Public Service Director
Public Service Divisions
Mayor
Treasurer
Auditor
Clerk of Council
Budget & Finance Director
CSC Bulletin Board
AFSCME

General Information
Date of Request : 11/7/16
Agenda : 11/7/16
No. for Year : No. 21