

PLANT OPERATOR
LATERAL TRANSFER OPPORTUNITY
CITY OF BEDFORD HEIGHTS

The City of Bedford Heights Water Reclamation Department is now accepting applications for lateral transfer for the civil service position of Plant Operator in the wastewater treatment facility. A minimum of a Class I Wastewater Certification or higher and have worked within the past two (2) years as a Plant Operator. Any experience applicants, without a certification must be able to acquire one within two years of date of hired. Applicants must be willing to work 12-hour shifts. Pay periods are 84 hours: one 48-hour work week, and one 36-hour work week. Pay range for 2024 is, \$25.85 to \$31.15 per hour, along with a monthly stipend for certified operators.

Plant Operators are responsible for all daily functions of the treatment plant, processing grit, grease removal, sludge removal, dewatering sludge on a belt filter press, lab testing, tertiary treatment operations, light maintenance of equipment, landscaping, janitorial cleaning, and painting when needed. Our activated sludge treatment plant is a 3.6 MGD dry weather and a 7.5 MGD wet weather facility. The treatment plant will be starting a \$47-50 million dollar upgrade to the facility in the fall of 2024 and construction finishing in 2027.

Civil service applications for lateral transfer can be downloaded from the enclosed advertisement or the city's website at, www.bedfordheights.gov, under Civil Service Examination and Application. Completed applications along, with a \$25 application fee, must be returned to the Civil Service Secretary between April 7 thru May 20, 2024. See attached flyer for options for submitting applications and further information.

Please submit all inquiries and questions to davep@bedfordheights.gov, or call 440-439-5343.



Bedford Heights Hiring
Plant Operators
 Apply Now!!



Plant Operators in the Water Reclamation Department

Requirements:

- Valid driver's license
- U.S. Citizen, 18 years or older
- Previous wastewater experience preferred
- Obtain Class 1 EPA certification *within 2 years*
- Possess a high school diploma, GED, or equivalent



Pay range:

- **Grade 2: \$53,800⁰⁰ – \$64,800⁰⁰** (\$25.85– \$31.15/hr.)
 - Class I wastewater certification required for grade 2
- **Grade 3: \$45,780⁸⁰ – \$61,000⁴⁰** (\$22.01– \$29.33/hr.)
 - No certifications at time of hire

Plus, full health benefits, pension, PTO, \$\$ bonuses & more!

Application info: Application begins on next page; **Pg 3 must be notarized.**

- Civil Service Secretary can notarize it, **for free**, when turned in at City Hall.
 - **This application is required;** General employment app will not be accepted

Turn in application: April 7 – May 20, 2024



In-Person at Bedford Heights City Hall: 5661 Perkins Road
 ○ Monday – Friday 10:00am-4:30pm



Placed in secure drop box at City Hall's main door (back of bldg.)
 ○ weekend/after-hours

OR



Mailed to ATTN: Stephanie 5661 Perkins Rd Bedford Hts OH 44146
 ○ *postmarked on or before May 20, 2024*



Include documents showing relevant experience and/or certifications



For questions or more info call Stephanie at 440.786.3213

**PLANT OPERATOR
Civil Service Application**

DO NOT WRITE - OFFICIAL USE

Release of Information _____

Copy of driver's license _____



(Preferred, not required)
CHECK ALL THAT APPLY

_____ Wastewater experience

_____ OEPA Class I certificate

Date _____ Time _____ AM/PM

Civil Service Commission • City of Bedford Heights
Mayor Phillip Stevens

Pre-Employment Questionnaire / An Equal Opportunity Employer

PERSONAL INFORMATION

Name (First then Last)		Social Security No. (required)		
Address		Apt. #	City	St. Zip
Are you 21 years or older? Yes <input type="checkbox"/> No <input type="checkbox"/>		Email Address		
Valid Ohio driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>		Contact info:		
License # _____		Cell phone # _____		

DESIRED EMPLOYMENT

Position Plant Operator	Date you can start	Salary desired \$45,780^{.80} - \$64,800^{.00}
Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we inquire of your present employer? Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, after <input type="checkbox"/>	
Ever applied with this city before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department?	When? (mm/yyyy)
Ever worked for this city before? <input type="checkbox"/> Yes <input type="checkbox"/> No	Department?	When? (mm/yyyy)
Name of supervisor at this city:		Reason for leaving:

How did you hear about this opening? Please write which channel/source/platform

Newspaper _____
 Radio(station) _____
 Social Media _____
 Job Board _____
 Friend _____
 Other _____

EDUCATION

School	Name & City, State of School	Years Attended	Graduate?	Subjects Studied
High School				General Studies
College				
Trade, Business or Correspondence School				

FORMER EMPLOYERS Below, list the last three employers, beginning with the MOST RECENT.

Name of present or last employer		Job title	Full time or Part time?	
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name, Title		May we contact your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone	
Description of work				
Reason for leaving				

Name of present or last employer		Job title	Full time or Part time?	
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name, Title		May we contact your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone	
Description of work				
Reason for leaving				

Name of present or last employer		Job title	Full time or Part time?	
Address		City	St	Zip
Start date	End date	Starting Pay	Final Pay	
Supervisor's Name, Title		May we contact your supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	Phone	
Description of work				
Reason for leaving				

REFERENCES Provide names of three people you are **NOT RELATED TO** and have **KNOWN AT LEAST ONE YEAR**

	Name	City & State	Phone	Years Known	Reference Type Professional / Social
1					
2					
3					

PERSONAL HIGHLIGHTS Please note any special awards, honors, etc. you want us to know

SERVICE RECORD

Branch of Service	Location Stationed
Rank at Discharge	Discharge Date

Authorization - DO NOT SIGN UNTIL in front of a NOTARY PUBLIC

I certify that the information contained in this application are true and complete to the best of my knowledge, and understand that if employed, any falsified statements on this application will be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the city from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the city has any authority to enter any agreement for employment for any specified period or to make any agreement contrary to the foregoing, unless it is in writing and signed by the mayor.

SIGNATURE

DATE

STATE OF OHIO
CUYAHOGA COUNTY, SS:

Sworn to and subscribed before me this _____ day of _____, 20_____.

Signature of Notary Public



DIVISION OF POLICE
CITY OF BEDFORD HEIGHTS

5661 PERKINS RD | BEDFORD HEIGHTS | OH 44146



PHILLIP STEVENS
 Mayor/Safety Director

MICHAEL MAROTTA
 Bedford Hts Police Chief

Release of Information Authorization

_____, presently residing at the following address:
 (print name)
 (address: _____, have applied for
 employment with the City of Bedford Heights.

I have been advised and fully understand that the Bedford Heights Police Department will conduct a thorough investigation of my background, to assist in determining my suitability for employment.

I understand that during this background investigation the Bedford Heights Police Department will make inquiries of, but not limited to, officials and records of schools I have attended; police departments and/or courts with whom I have a conviction record; financial standing; past and present employers; and other person(s) who may be able to provide information about me, that the City of Bedford Heights desires.

I further understand that I will be required to submit to fingerprinting at the Bedford Heights Police Department and that a copy or computer-generated copy of my fingerprints will be sent to the Ohio Bureau of Criminal Identification and Investigation, for the purpose of determining my criminal conviction record.

I hereby give permission and waive all provisions of law prohibiting any school official, court, police agency, credit bureau, employer, firm, or person from disclosing knowledge or information they have concerning me which is requested or desired by the City of Bedford Heights and/or the Bedford Heights Police Department for the purpose of employment background inquiry.

I recognize the right of the City of Bedford Heights and the Bedford Heights Police Department to treat, at its discretion, certain sources and confidential, and their right to withhold from me or my agent, the names of such confidential sources and information obtained therefrom.

Signature: _____

Date: _____

Witness: _____

Print name: _____

Acting under a bona fide affirmative action program by the federal government, the City of Bedford Heights requests the following information for statistical purposes only:

Sex: _____

Race: _____

National origin: _____

Religious preference: _____

It is Bedford Heights's policy to be fair and impartial in all relations with employees and applicants for employment.

DO NOT WRITE ON THIS PAGE ~ INTERVIEWER USE ONLY

Interviewed by:	Date
Comments	
NEED MODIFICATION?	
<input type="checkbox"/> NO	<input type="checkbox"/> YES (specify)
<input type="checkbox"/> License / Photo ID checked	

Interviewed by:	Date
Comments	
NEED MODIFICATION?	
<input type="checkbox"/> NO	<input type="checkbox"/> YES (specify)
<input type="checkbox"/> License / Photo ID checked	

BACKGROUND CHECK

Reported by:	Date
<input type="checkbox"/> RECOMMENDED	<input type="checkbox"/> NOT RECOMMENDED
Polygraph	
<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> PASSED ON _____
<input type="checkbox"/> DID NOT PASS	
Significant Concerns?	

Date Hired	Department	Position
Salary / Wages	Start date	Will Report

Approved 1	MAYOR	Date
Approved 2	DEPT HEAD	Date
Approved 3	FINANCE DEPT	Date

After hire applications are kept in personnel files in payroll office, otherwise Civil Service applications are with the Civil Service Secretary.