

Massillon Civil Service Commission Announcement



NOTICE OF JOB OPENING

The Massillon Civil Service Commission is now hiring for the position of **WASTEWATER INDUSTRIAL MAINTENANCE MECHANIC** for the Massillon Wastewater Treatment Plant.

Pay: \$23.46 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 Friday April 12, 2024
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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JOB RESPONSIBILITIES:

Wastewater Industrial Maintenance Mechanic I is responsible for skilled technical work of a demanding nature. Work involves inspection by visual and mechanical procedures as well as repair by approved methods of wastewater and other conduits of this nature. Industrial Maintenance Mechanic I performs daily tasks associated with maintenance 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

- Ensures operation of machinery and mechanical equipment by completing preventive maintenance requirements on engines, motors, pneumatic tools, conveyor systems, and production machines; following diagrams, sketches, operations manuals, manufacturer's instructions, and engineering specifications; troubleshooting malfunctions.
- Locates sources of problems by observing mechanical devices in operation; listening for problems; using precision measuring and testing instruments.
- Removes defective parts by dismantling devices; using hoists, cranes, and hand and power tools; examining form and texture of parts.
- Determines changes in dimensional requirements of parts by inspecting used parts; using rules, calipers, micrometers, and other measuring instruments.
- Adjusts functional parts of devices and control instruments by using hand tools, levels, plumb bobs, and straightedges.
- Controls downtime by informing production workers of routine preventive maintenance techniques; monitoring compliance.
- Maintains equipment, parts, and supplies inventories by checking stock to determine inventory level; anticipating needed equipment, parts, and supplies; placing and expediting orders; verifying receipt.
- Conserves maintenance resources by using equipment and supplies as needed to accomplish job results.
- Provides mechanical maintenance information by answering questions and requests.
- Prepares mechanical maintenance reports by collecting, analyzing, and summarizing information and trends.
- Maintains technical knowledge by attending educational workshops; reviewing technical publications; establishing personal networks.
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.
- 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
- Ability to continuously lift up to 50 lbs.

- 24 months Industrial Maintenance experience including 12 months with a G1 welding, certification: G1 Welding, single pass “V” groove welding with build out, gas cutting.
- Ability to stand, bend, twist, kneel, and climb throughout the shift.
- Possess a valid Ohio Driver’s License
- High aptitude for learning
- Has knowledge of hand tools and power tools used industrial 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.
- Must obtain a valid Commercial Driver’s License (CDL) with a tanker endorsement through the State of Ohio within the first year of employment.

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.*

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

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.

By order of the Massillon Civil Service Commission