

**APPLICATION NOTICE**  
**City of Urbana**  
**Sewer Collections Operator**

The City of Urbana, Ohio is seeking applicants for the full-time position of **Sewer Collections Operator** at \$17.30 per hour in the Public Works Division, under the direction of the Sewer Maintenance Supervisor. The Sewer Collections Operator maintains the sewer collection systems, which includes several pump stations. Maintaining the sewer system includes a variety of equipment in the operation, repair, maintenance and the replacement of City sanitary sewer and treatment systems. The Sewer Collection Operator may be required to perform other related duties as requested. Maintains a cooperative and productive working relationship with regulatory agencies, collection and treatment personnel, city personnel and the public, performs maintenance and inspection on the sanitary collection system and lift stations, including but not limited to, collection lines, junctures, pumps and motors; locate leaks and necessary repairs. Cleans sanitary collection system; operate hydro vacuum truck to flush collection system; open clogs in lines; clean manholes, wet wells and lift stations. Operates and maintain sanitary video equipment to survey lines, televise underground infrastructure; sanitary and storm, identify blockage and other issues, review plans and specifications for line locations; perform confined space entries as an entrant, attendant and supervisor; use equipment to determine concentration of hazardous gases and oxygen deficiencies in manholes and other confined spaces. Inspects, maintains and operates a variety of heavy construction and maintenance equipment including vac truck, tanker truck, skid loader and other related equipment. Prepares, completes and maintains a variety of records and reports relating to inspections, maintenance activity, etc. Performs sanitary and storm system locates; use locating equipment; accurately read and interpret maps, specifications, drawings and blueprints. Responds to emergency and non-emergency sewer complaints including but not limited to, sanitary backups, manhole issues, storm drainage and flooding issues, etc. Trains other operators and/or city personnel as directed or necessary; maintains a safe work environment; performs other waste water treatment-related or city-related duties as needed. Inspects and maintains a variety of hand and power tools, assigned equipment and work vehicles. Ensures the security of manholes and pump stations; monitor and record lift station operations including flow rates, pump hours, electrical and SCADA. Assists with manhole replacement program; forms, pours and finishes concrete and or asphalt. Oversees and assists contractors accessing and/or replacing the private sector of the collection system. Uses proper traffic control techniques to provide a safe working environment when working in traffic areas.

The qualifications for this position include the following:

- ◆ High school diploma or equivalent.
- ◆ Required for the candidate to possess, or be able to obtain, an Ohio EPA Sewer Collections Certification, Class 1, within three (3) years of employment.
- ◆ Must possess a valid Ohio driver's license and be able to obtain CDL endorsement within 6 months of hire.
- ◆ Two (2) years of experience in a sanitary sewer utility or education equivalent is desirable.
- ◆ Working knowledge of equipment, facilities, materials, methods and procedures used in sanitary sewer maintenance and operation activities including jet truck, CCTV sewer inspections and hydro vacuum truck.
- ◆ Ability to perform basic principles of sanitary maintenance; ability to learn computer functions and usage; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public; ability to understand and carry out written and oral instructions; and ability to work overtime and weekends as necessary.
- ◆ A minimum of an associate's degree in any environmental field or possess a state certification in Sewer Collections is highly desired.

The selected candidate must successfully complete the following:

- ◆ Background Investigation.
- ◆ Pre-employment Drug Screen.

A City application or resume must be submitted to apply for this position. A blank application and a full job description may be obtained at <https://www.urbanaohio.com/job-opportunities.html> or by calling: (937) 652-4313. **To be considered, an application or resume must be returned to the Human Resources Office by 4:00 p.m., October 4, 2022 at 225 South Main Street Urbana, Ohio 43078 or via e-mail to [hr@ci.urbana.oh.us](mailto:hr@ci.urbana.oh.us)** . Applications and resumes will be accepted until the position is filled.

The City of Urbana is an Equal Employment Opportunity Employer and complies with the Americans with Disabilities Act. The City of Urbana operates its programs and services without regard to race, color, national origin sex, age, disability, or low-income status in accordance with Title VI of the Civil Rights Act of 1964, and its related statutes.



# CITY OF URBANA, OHIO

## EMPLOYMENT APPLICATION

(Please Print)

### SECTION I PERSONAL INFORMATION

1. Position applying for: \_\_\_\_\_

2. Name: \_\_\_\_\_ Email \_\_\_\_\_  
Last First Middle

3. Address: \_\_\_\_\_ Telephone: Home # \_\_\_\_\_  
Number & Street  
 \_\_\_\_\_  
City State Zip

Work # \_\_\_\_\_

4. **MILITARY CREDIT CLAIM**

If you claim military service credit (Police & Fire Only), check the box to the right. A copy of the Honorable Discharge or DD-214, specifying an Honorable Discharge, must be submitted with this application.

MILITARY CREDIT [  ]

**FOR OFFICE USE ONLY**  
 MILITARY

(  ) Approved (  ) Disapproved

5. Are you 18 or older? [  ] Yes [  ] No

6. If hired, can you give written evidence of your right to work in this country? [  ] Yes [  ] No

7. What is your reason for interest in this job? \_\_\_\_\_  
 \_\_\_\_\_

8. Have you ever been terminated or asked to resign from a previous employer? [  ] Yes [  ] No  
 If yes, please explain: \_\_\_\_\_  
 \_\_\_\_\_

9. Do you now or have you ever worked for the City of Urbana? [  ] Yes [  ] No  
 If yes, when and for what department? From: \_\_\_\_\_ To: \_\_\_\_\_ Dept: \_\_\_\_\_

10. Do you have a valid Driver's License or Commercial Driver's License?  
 What State? \_\_\_\_\_ License Class? \_\_\_\_\_ Please List Endorsements: \_\_\_\_\_

**SECTION II EDUCATION AND TRAINING**

Place "X" in column for highest grade completed												Name and Location of High School
1	2	3	4	5	6	7	8	9	10	11	12	

Other Schools	Dates From To	Name of School	City / State	Major	Minor	Name of Degree
College or University						
Graduate School						
Vocational or Business School						

If you have received TRAINING in an area which you feel is relevant to the position for which you are applying, please submit the following information (do not include training gained as part of your education as described above):

Type of Training	Organization	Length of Training	Subject Covered
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SECTION III WORK EXPERIENCE**

FULLY DESCRIBE your work experience beginning with your most recent job. Include relevant military and volunteer experience. **MAY WE CONTACT YOUR PRESENT EMPLOYER?** [ ] Yes [ ] No

Length of Employment	Title of Position Held	Name & Address of Employer
From: Mo. _____ Yr. _____	_____	_____
To: Mo. _____ Yr. _____	_____	_____
Full-time [ ] Starting Salary _____	Duties performed: _____	
Part-time [ ] Ending Salary _____	_____	
Reason for leaving: _____	_____	

Length of Employment	Title of Position Held	Name & Address of Employer
From: Mo. _____ Yr. _____	_____	_____
To: Mo. _____ Yr. _____	_____	_____
Full-time [ ] Starting Salary _____	Duties performed: _____	
Part-time [ ] Ending Salary _____	_____	
Reason for leaving: _____	_____	

**SECTION III WORK EXPERIENCE (Continued)**

Length of Employment	Title of Position Held	Name & Address of Employer
From: Mo. _____ Yr. _____	_____	_____
To: Mo. _____ Yr. _____	_____	_____
Full-time [ ] Starting Salary _____	Duties performed: _____	
Part-time [ ] Ending Salary _____	_____	
Reason for leaving: _____	_____	

Length of Employment	Title of Position Held	Name & Address of Employer
From: Mo. _____ Yr. _____	_____	_____
To: Mo. _____ Yr. _____	_____	_____
Full-time [ ] Starting Salary _____	Duties performed: _____	
Part-time [ ] Ending Salary _____	_____	
Reason for leaving: _____	_____	

\*\*Please list additional work experience on a separate sheet.

[ ] RESUME ATTACHED -You must still complete Section III above.

**SECTION IV PROFESSIONAL REFERENCES** (Please do not include relatives)

NAME & OCCUPATION	ADDRESS	PHONE NUMBER
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

**SECTION V RELEASE**

**BEFORE SIGNING, PLEASE CHECK THROUGH ENTIRE APPLICATION FOR ERRORS OR OMISSIONS**

I hereby certify that, to the best of my knowledge and belief, all statements made herein or attached are complete and accurate. I understand that any false statements later disclosed will cause loss of my right to examination, certification, appointment or retention of position and may subject me to prosecution under Ohio Revised Code Section 2921.13.

Furthermore, I hereby authorize the City of Urbana to contact prior employers, educational institutions, and references listed above to obtain any and all information related to my past work performance, experience or education.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**THE CITY OF URBANA IS AN EQUAL OPPORTUNITY EMPLOYER AND COMPLIES WITH THE AMERICAN DISABILITIES ACT AND TITLE VI OF THE CIVIL RIGHTS ACT OF 1964.**

# CITY OF URBANA, OHIO EQUAL EMPLOYMENT OPPORTUNITY INFORMATION SHEET

Please submit this sheet with your employment application.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**JOB DESIRED:** \_\_\_\_\_

**DIRECTION:** The City of Urbana requests that you supply the information below in order to assist our efforts in regard to equal employment opportunity. This information will in no way affect the processing of your application. This information sheet will be processed separately and will be used for statistical purposes only. It is gathered under the authority of Ohio Civil Rights Commission Rule 4112-5-04.

<b><u>RACE:</u> (Select any that apply)</b>	
White	<input type="checkbox"/>
Black or African American	<input type="checkbox"/>
Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>
American Indian or Alaska Native	<input type="checkbox"/>
Asian	<input type="checkbox"/>
Other Race	<input type="checkbox"/>

<b><u>SEX:</u></b>	
MALE	<input type="checkbox"/>
FEMALE	<input type="checkbox"/>

<b><u>ETHNICITY:</u></b>	
HISPANIC OR LATINO	<input type="checkbox"/>
NOT HISPANIC OR LATINO	<input type="checkbox"/>

<b><u>HOW DID YOU BECOME AWARE OF THIS POSITION?</u></b>	Note: Please mark all that apply.
A) Newspaper _____ If yes, which newspaper? _____	
B) Radio _____ If yes, which station? _____	
C) Job Posting _____ If yes, where? _____	
D) Personal Contact _____ If yes, give name. _____	
E) Other _____ Please Explain. _____	