



# CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 930 OVERHOLT RD. ■ KENT, OHIO 44240 ■ 330-678-8101

## THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF **Water Plant Chief Operator**

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<b><u>Written Examination Date:</u></b>	<b>TBD</b>
<b><u>Written Exam Location:</u></b>	<b>TBD</b>
<b><u>Written Examination Start Time:</u></b>	<b>6:00 pm</b>
<b><u>Starting Salary:</u></b>	<b>\$61,550 - \$73,550</b>

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*Examination will be used to establish an eligible list to fill vacancies for the position of **Water Plant Chief Operator** with the City of Kent Water Department.*

**The Chief Operator must possess Ohio Class III Operator "Water Supply" certification and must have a minimum of five (5) years experience as a skilled water plant operator. A copy of the certification must be provided at the time of submitting the Civil Service application.**

**Application:** Applications and information are available Monday through Friday from 8:00 am to 4:00 pm at the City of Kent Service Administration Complex, 930 Overholt Rd., Kent, Ohio (at the fork in the road at Cherry and Overholt). Both application and information are also available on the City of Kent's web site: [http://www.kentohio.org/boards/civil\\_service.asp](http://www.kentohio.org/boards/civil_service.asp)

**Application Deadline:** A completed Civil Service application must be submitted by **before the exam date**. Applications may also be emailed with a cover letter to [civilservice@kent-ohio.org](mailto:civilservice@kent-ohio.org) *Please note:* that in the event of tie scores on the examination, priority on the eligible list shall be determined by date and time application was filed with the Commission.

**Examination Process:** The **Chief Operator** examination will consist of a written test to be administered. In order to be ranked on the eligible list, you must pass the examination process with a minimum passing score of 70%. The examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting.

**Responsibly:**

Under general supervision, is responsible for performing semi-skilled and skilled tasks in the operation and maintenance of a water facility designed to meet local and State EPA regulations in the production of potable water. The position shall be filled by a current bargaining unit employee, who will perform the bargaining unit duties of a Plant Operator, and will accept the additional responsibilities outlined below.

**Additional Responsibilities:**

Coordinates plant operations daily; takes responsible charge of the plant in the absence of the Plant Manager; supervises the work of assigned personnel; furnishes operational guidelines for personnel; prepares and assigns work schedules.

Inspects plant to determine efficiency of operation, cleanliness, and maintenance requirements; inspects and reviews operating logs and records and determines what changes may be necessary in operating routines; confers with Plant Manager before process changes are implemented.

Ensures that treatment standards are enforced; determines remedial action in emergencies; requisitions chemicals and supplies; prepares reports and maintains records.

Assists in conducting training programs; assists in budget preparation.

**Typical Tasks (Illustrative Only):**

Operates and inspects pumps, flocculators, settling basins, wash water recovery tanks, sludge collectors, sludge pumps, wash filters, blowers, sump pumps, and heaters.

Maintains proper chemical balances for water treatment which includes filling chemical containers, replacing chlorine tanks, and adjusting controls; assists in unloading chemicals.

Inspects sludge lagoons, pits and tanks, elevated tanks, low service tanks, booster stations, and wells.

Repairs and maintains all equipment at the water treatment facility.

Maintains custodial care of the water treatment facility including equipment and controls; paints and cleans major building areas, houses, and booster station locations; maintains grounds surrounding water treatment facility structures.

Controls operational maintenance by changing charts, reading and recording gauges and dials, runs specific tests as assigned by supervisor, and performs related tasks as required.

**Distinguishing Characteristics of the Class:**

Incumbent is expected to use independent judgment when resolving work problems and interpreting general policies and procedures, including State EPA operational procedures.

**Special Requirements:**

Incumbent is expected to keep him/herself in physical condition sufficient to perform moderate physical labor over a sustained period. Incumbent must be willing to work split or varied shifts. Must possess a valid Class B Commercial Driver's License within one hundred twenty (120)

days of appointment to the position and have good driving record at the time of hire and be able to always maintain such good record in keeping with the City's Motor Vehicle Safety and Usage Policy. Must possess Class III Water Supply License as issued by the Ohio Environmental Protection Agency. Must also be willing to obtain Class IV Water Works Operators Certification if required by the State of Ohio.

**Necessary Knowledge, Skills, and Abilities:**

Knowledge of mechanical equipment or equivalent experience in a related field; ability to make simple arithmetic computations; ability to read and interpret gauges and meters accurately; ability to understand oral and written directions; ability to lift 50 pounds; ability to maintain accurate written records; ability to develop and maintain effective working relationships with associates, City officials, and the general public.

**Essential Functions:**

1. Inspects plant to determine efficiency of operation, cleanliness and maintenance requirements.
2. Monitors and ensures that treatment standards are enforced.
3. Supervises subordinates and provides technical guidance and assistance.
4. Reviews data from gauges, dials, charts etc. and determines if changes are necessary.
5. Develops policies and procedures.
6. Determines remedial action in emergency situations.
7. Climbs up and down 20' ladders to inspect tanks, basins etc.
8. Trains and develops subordinates.
9. Writes reports and maintains records.
10. Drives a vehicle to work sites inspecting work in progress.
11. Must have Class B CDL within one hundred twenty (120) days of appointment to the position and maintain good driving record in keeping with the City's Motor Vehicle Safety and Usage Policy.
12. Must have sufficient vision and hearing to monitor equipment and hear alarms.
13. Must be able to bend, climb, sit, stand, crawl in various plant settings, and be able to lift up to 50 lbs.
14. Monitor safety procedures of subordinates; know and follow confined space safety procedures.
15. Able to safely work around various chemicals in the plant setting.

***The duties listed above are intended as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.***

***The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.***

***The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.***