



INTEROFFICE MEMORANDUM

PLEASE POST
OE 11/05/20
All 11/17/20

TO: All Department/Division Heads
FROM: Human Resources
DATE: November 5, 2020
SUBJECT: **JOB OPPORTUNITY: Department of Utilities
Water Pollution Control Plant Division**

CLASS TITLE: WPCP Operator I

GRADE 10

HOURLY ENTRANCE RATES

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>
\$19.5986	\$20.5782	\$21.6080	\$22.6882	\$23.8224	\$25.0139

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **Entry-level technical work in the operation and maintenance of the Water Pollution Control Plant. Includes plant operation and maintenance activities as part of an on-the-job training program designed to enable incumbents to achieve licensure as a Water Pollution Control Plant operator. High school diploma or equivalent required. Must be available for rotating swing shift. Must obtain and maintain Class I Wastewater Works certificate as issued by the Ohio Environmental Protection Agency within three years following employment. Valid Ohio driver's license. Must obtain a valid Commercial Driver's License within one year of appointment. Open to all.**

Submit applications to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 **Open Until Filled.**

The City of Painesville is a drug & alcohol-free employer.

BLANK APPLICATION FORMS MAY BE OBTAINED FROM THE SWITCHBOARD ATTENDANT AT CITY HALL OR VIA THE CITY'S WEBSITE www.painesville.com. A FULL JOB DESCRIPTION CAN BE VIEWED AT CITY HALL OR IS AVAILABLE ON THE CITY'S WEBSITE.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.



POSITION DESCRIPTION
An Equal Opportunity Employer

Position Title: Water Pollution Control Plant Operator I	3218
Department: Utilities, WPCP Division	Date: 7/9/2007

Pay Class: 10	Exempt / Non-exempt: Non-exempt
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General Purpose for Job: This is entry-level technical work in the operation and maintenance of the water pollution control plant.

Work involves responsibility for assisting in the operation and maintenance of the water pollution control plant and associated equipment. Employees of this class participate in plant operation and maintenance activities as part of an on-the-job training program designed to enable incumbents to achieve licensure as a Water Pollution Control Plant operator. Initially, work is closely supervised, but as experience is gained, employees are expected to perform normal assignments independently. Work is performed under the technical supervision of a licensed operator who reviews work through observation for results.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Assists and receives instruction in the operation of plant equipment; adjusts plant operation as directed; reads meters, gauges, and dials; assists in the maintenance of operating logs and records.
- Participates in the repair and maintenance of pumps, valves, blowers, motors, and similar equipment; performs a variety of custodial and building maintenance work in the upkeep and care of plant facilities; maintains adjacent grounds.
- Collects wastewater and effluent samples; receives training in laboratory methods, tests, and calculations; determines treatment process conditions using lab data; mixes chemicals required in treatment.
- Pumps raw sludge to track; operates automotive equipment incidental to plant operation and maintenance.
- Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE *(Required to qualify for position)*

Education: High school diploma

Experience: Some experience in work related to the area of assignment.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

Knowledge of:

- The basic principles, practices, and methods of wastewater treatment.
- The functions and servicing requirements of mechanical equipment and machinery common to water pollution control plants.
- Water sampling and testing techniques.

Skill and Ability to:

- Learn the operation of plant pumping, treatment, and control equipment.
- Follow oral and written instructions.
- Communicate effectively, orally and in writing.
- Establish and maintain effective relationships with others.

License or Certification Required: Employees of this class must obtain a Class I wastewater works certificate as issued by the Ohio Environmental Protection Agency within three years following employment.

Valid Ohio driver's license.

Must obtain a valid Commercial Driver's License within one year of appointment.

Physical Demands: Lift and carry 100 pounds occasionally; ability to climb in and out of manholes; up and down ladders; ability to climb stairs frequently and walk up to 8 hours a shift or more; ability to work in cold and hot weather, and high humidity; ability to hear, see, read, write, understand and speak clearly and over a radio

Scheduling Demands and Constraints: ability to work a weekly rotating swing shift; ability to work shift changes on short notice; and ability to work overtime.