



Salem Civil Service Commission  
231 South Broadway Ave  
Salem, OH 44460

The Civil Service Commission and the Salem Utilities Department are accepting applications for:

1. Water Treatment Plant Operator (Ohio EPA Certified or Operator in Training for Ohio EPA Certification)
2. Wastewater Treatment Plant Operator (Ohio EPA Certified or Operator in Training for Ohio EPA Certification)
3. Water Distribution / Wastewater Collection Operator (Ohio EPA Certified or Operator in Training for Ohio EPA Certification)

If you have previously applied for a position with the City, you must re-apply.

To submit an application:

1. Print the "City of Salem Job Application Form\_Rev 2018" located on the Civil Service Commission Page of the City of Salem Ohio website and fill out all sections as required. Please specify the position for which you are applying for.
2. Include a copy of your resume, if available
3. If you are a veteran, include form DD-214
4. Mail all documents to: Salem Civil Service Commission, Salem City Hall, 231 South Broadway Ave, Salem, OH 44460.

Applications must be returned no later than Friday, February 10, 2023.

See description of positions below:

# SALEM UTILITIES DEPARTMENT

City of Salem, Ohio

## POSITION DESCRIPTION: OPERATOR

### FULL-TIME EMPLOYEE

The Salem Water Treatment/Distribution and Wastewater Treatment/Collection Systems are municipal owned and operated by the City of Salem, Ohio under the direct supervision of Ohio EPA Certified Operators appropriate to the specific field. The Salem Water and Wastewater Systems are regulated and controlled by the State of Ohio Environmental Protection Agency and are part of the Salem Utilities Department consisting of lands, water mains, water storage tanks, water pumping stations, sanitary sewers, sanitary sewage pumping stations, electrical systems, internal combustion engines, electrical motors, electrical systems, electrical substations, electrical generation systems, chemical handling and storage systems, pumping equipment, disinfection equipment, sampling equipment, building maintenance equipment, trucking and transporting equipment, construction equipment, sludge hauling equipment, motorized highway vehicles, lawn care and lawn maintenance equipment, snow removal equipment.

The Salem Water and Wastewater Systems are permitted operations by the State of Ohio Environmental Protection Agency (OEPA) and are required to operate in conformity with the Ohio Administration Code 3745 Environmental Protection Agency –Administration and Director.

Definitions in Ohio Administration Code 3745-81-01 and 3745-33-01 apply to these operations.

### CLASSIFICATION OF OPERATOR CERTIFICATION:

Certification shall mean as defined by Ohio Revised Code Chapter 3745-7, Water Supply Works and Wastewater Works Personnel.

Classification of Operator Certification.

1. Class I Operator, Water Supply, Water Distribution, Wastewater Treatment, and Wastewater Collection,
2. Class II Operator, as above,
3. Class III or Class IV Water Supply Operator supersedes Water Distribution Certification
4. Class III or Class IV Wastewater Works Operator supersedes Wastewater Collection Certification

### OPERATOR. FULL-TIME EMPLOYEE

Supervisory Authority: Chain of Command

1. Water Treatment Plant Manager, Wastewater Treatment Plant Manager, Water
2. Distribution and Wastewater Collection System General Foreman
3. Superintendent of Utilities
4. Salem Utilities Commission

## QUALIFICATIONS FOR OPERATOR, Salem Utilities Department: Minimum

Completion of secondary education with training in chemistry, high school mathematics, high school algebra, a credited treatment, distribution or collection operator's course, or any equivalent combination of education, training, and related experience.

## EMPLOYEE RESIDENCY REQUIREMENTS

City of Salem Personnel Policy Manual (July 1996 or current edition) Section 2.5, B.  
Residency Requirement

## CERTIFICATION AND LICENSURE REQUIREMENTS:

Must obtain an Ohio EPA Operator Certificate within three (3) years of employment in the field for which you were hired. Operator must maintain all appropriate Ohio EPA Operator Certification requirements and renewal. An Operator must have and maintain a valid Ohio driver's license, and a commercial driver's license as required.

The Superintendent of Utilities may extend this operation certification requirement based upon Ohio EPA Certification Examination Testing Scheduling.

A Non-Licensed (State of Ohio Certified) person may be permitted to be employed at the Salem Water or Wastewater Systems after the above three (3) year limitation when authorized by the Superintendent of Utilities in conjunction with the appropriate division managers in a non-license capacity if such a position is available.

## KNOWLEDGE, SKILLS. AND ABILITIES REQUIRED OF ALL EMPLOYEES:

- Meet with and report to supervisory personnel for operational and facility planning.
- Communicate with supervisory personnel.
- Follow written and verbal instructions per assigned supervisor.
- Promote good public relations for the Salem Utilities Department and the City of Salem.
- Operator is subject to emergency call out and is required to respond.
- Operator shall perform outside emergency labor under adverse weather and field conditions.
- Requires assignment completion without direct supervision in a safe and efficient manner.
- Must exercise independent judgment when resolving work problems or interpreting general policies and procedures, including operational and equipment manuals.
- Operator shall co-operate when randomly selected alcohol and drug testing is required.
- Operator shall maintain work logs, department and agency reports and records.
- Public health.
- Public water supply sanitation requirements.
- Public water supply chemicals, substances and materials added or brought in contact with water intended to be used in a public water supply system for the purpose of treating, conditioning, altering, or modifying the characteristics of such water used as potable water.
- Federal and State Environmental Protection Agency Regulations with regard to public water supplies, distribution management, wastewater works, and wastewater collection.
- Chemical safety and safety of person handling of chemicals.
- Human safety; practice, procedures, and equipment.

- Comply with all safety procedures, rules and regulations.
- Chemical and bacteriological sampling requirements and procedures.
- Cleaning and cleaning performances.
- Maintain a safe and clean working environment within all areas of the Salem **Utilities** Department being served.
- Perform grounds and lands keeping duties.
- Maintain grounds and lands keeping equipment and tools.
- Perform roadway vehicular and tucking type operations.
- Continue in advanced training and Ohio EPA Operator Certificate levels to increase skill levels and enhance water discharge quality.
- Continuing education is required for operations personnel according to the Ohio EPA Certificate Program.
- Must be aware and abide by the results of the current Federal Public Health Security and Bio-terrorism Preparedness and Response Act of 2002 or future effective regulations.
- Perform all other duties and tasks assigned by the Supervisory Authority.

#### **DUTIES OF WATER TREATMENT OPERATOR CERTIFIED OR NON-CERTIFIED:**

- Operate Water Treatment Plant and all treatment equipment and facilities in the production of potable water meeting all water treatment parameters as required by management, regulatory agencies, authorities and drinking water standards.
- Understand functions of water treatment equipment and controls, and measuring and testing devices.
- Maintain programmed chemical balances and chemical storage levels for the water treatment process.
- Maintain treated water quality control(s); visual, computed, measured or interpreted.
- Maintain treatment equipment and equipment functions.
- Perform water plant and equipment preventive maintenance and equipment repair. • Maintain safe and clean working environment, including, but not limited to facilities of the Salem Water treatment Plant, pump stations, water control and vault facilities, wells, lakes, reservoirs, dams and grounds.
- Perform water quality operational chemical testing, sample collecting as assigned or as certified for.

#### **DUTIES OF WASTEWATER TREATMENT OPERATOR. CERTIFIED OR NON-CERTIFIED:**

- Operate Wastewater Treatment Plant and all treatment equipment and facilities meeting all wastewater treatment parameters as required by management, regulatory agencies, authorities and wastewater discharge standards.
- Understand functions of wastewater treatment equipment and controls, and measuring and testing devices.
- Maintain programmed chemical balances and chemical storage levels for the wastewater treatment process.
- Maintain discharge water quality control(s); visual, computed, measured or interpreted.
- Maintain treatment equipment and equipment functions.
- Perform wastewater plant and equipment preventive maintenance and equipment repair.
- Maintains safe and clean working environment, including, but not limited to facilities of the Salem Wastewater Treatment Plant, pump stations, wastewater control and vault facilities, and grounds.
- Perform wastewater quality operational chemical testing, sample collecting as assigned or as certified for.

## DUTIES OF WATER DISTRIBUTION SYSTEM OPERATOR OR WASTEWATER COLLECTION SYSTEM OPERATOR:

- Understand functions of equipment, controls, and measuring and testing devices.
- Maintain treated water quality.
- Maintain water distribution and sanitary sewer collection mains, equipment, tools, lands and grounds.
- Perform water distribution and sanitary sewer collection systems equipment preventive maintenance and equipment repairs.
- Comply with highway, construction and chemical safety procedures, rules and regulations.
- Perform water service turn-off duties.
- Perform water and wastewater sampling requirements.
- Perform mechanical and structural maintenance of department facilities and facilities equipment.
- Water main design and reading of design plans.
- Water main construction, materials, repair, and replacement.
- Water supply distribution and storage.
- Water supply distribution and storage construction, and equipment maintenance, repair, and tools.
- Water pumping, pumping principles and practices. ● Hydraulic design and theory.
- Sanitary sewer design and reading of design plans.
- Sanitary sewer construction, materials, repair, and replacement.
- Waste, wastewater pumping control(s), handling and application.
- Federal and State Environmental Protection Agency Regulations with regard to sanitary sewage collection and wastewater collection systems management.
- Federal and State Environmental Protection Agency Regulations with regard to potable water distribution and public health.

## SCHEDULES OF OPERATIONS

The Salem Water Treatment/Distribution and Wastewater Treatment/Collection Systems are designed for a twenty-four (24) hour per day, seven (7) day per week operation. Shift, weekend, holiday work scheduling along with hold-over, stand-by and call-in time is required as necessary.

## OPERATIONAL CONDITIONS

The Salem Water Distribution and Wastewater Collection System, grounds, lands and operations are multi-level and multi-distances apart. Personnel in the course of operating, maintaining, and improving the facilities are required to function without assisting aids.

## EMERGENCY PERFORMANCE RESPONSIBILITY

In the event that the Mayor or City Council declares that an emergency exists, the employee filling this position shall be responsible for any and all duties and responsibilities as assigned whether or not such duties are within the scope of the employee's normal or expected employment.

## POSITION PARAMETERS:

The performance responsibilities as enumerated herein are not conclusive, and as written are meant to be illustrative of the variety of tasks within the performance range expected of the employee filling this position. The City of Salem shall, from time to time at its own discretion, review this position description with the view to amending, deleting or creating such duties that as are, in the sole opinion, necessary to maximize efficiency, control costs and personnel effectively. The employee shall be responsible for following all written and verbal instructions of any supervisor to which the employee is temporarily or permanently assigned.