

# Treatment Plant Coordinator 1 20029958 (220002EO)

Status Open	Recruiter BAXTER, BRITTANY	Department Dept of Rehab & Corrections
Status Details Sourcing	Hiring Manager STOUT, TIFFANY	Primary Location United States of America > OHIO > Fairfield County > Lancaster
Requisition Type Professional		
Hired Candidates 0 out of 1		

## Details

### Identification

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Job Title Treatment Plant Coordinator 1 20029958	Classification Title Treatment Plant Coordinator 1	Justification Backfill
Position Number 20029958	Number of Openings 1	Underutilized Position? No
If Backfill, please enter Name and Date. If Modification, please list reason. 3/1/22 WAGNER,MICHAEL J resigned		
Agency Contact Name Personnel Director	Agency Contact Information 740/994-4701 DRC.SCIRecruit@odrc.state.oh.us	<input type="checkbox"/> Validity period enabled

### User Group

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User Group  
Rehabilitation & Correction - Southeastern Correctional Institution

### Structure

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#### Organization

State of Ohio    State of Ohio  
Agency        Rehabilitation & Correction - Southeastern Correctional Institution

#### Primary Location

Country        United States of America  
State            OHIO  
County         Fairfield County  
City             Lancaster

#### Job Field

Job Function    Waste Management

Department DRC - Dept of Rehab & Corrections

Requisition 54613 - Treatment Plant Coordinator 1  
Template

## Assignment

### Owners

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Recruiter  
BAXTER, BRITTANY D

Hiring Manager  
STOUT, TIFFANY M

Hiring Manager Assistant  
BRUCE, SHARON J

### Candidate Selection Workflow

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Candidate Selection Workflow  
Ohio CSW

Automatically reject all submissions when the requisition is filled  
Yes

Automatically reject all submissions when the requisition is canceled  
Yes

## Compensation

Compensation  
\$21.36

Pay Basis  
Hourly

## Job Information

Bargaining Unit / Exempt  
Bargaining Unit

Appointment / Job Type  
P: Permanent

Job Type  
Permanent

Schedule  
Full-time

Classified Indicator  
Classified

## Job Posting Descriptions

### External Description

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Description - External

Who We Are...

Guided by a single mission " To reduce recidivism among those we touch, " the Ohio Department of Rehabilitation and Correction believes that everyone is capable of positive change. Our staff embrace these core values and serves as role models for pro-social behavior conveying an attitude of dignity and respect in the treatment of others.

What We Do...

The Ohio Department of Rehabilitation and Correction has been tasked with front line crime reduction through rehabilitative treatment and programming efforts provided in a safe, secure and humane correctional environment and effective community supervision. Our goal is to protect the public through helping individuals turn away from crime and become productive, contributing members of our communities, ensuring a safer Ohio for all Ohioans now and in the future.

To learn more about our agency, please visit our website at [www.drc.ohio.gov](http://www.drc.ohio.gov)

Are You Ready?

We are thrilled to see that you are interested in beginning your career with the Ohio Department of Rehabilitation and Correction! Without a doubt, this will be the most rewarding and meaningful work you ' ll ever find with a work family that is second to none!

THIS IS A REPOSTING. IF YOU PREVIOUSLY APPLIED, YOU MUST RE-APPLY TO BE CONSIDERED.

The Job Opportunity and Duties...

- Monitor activities of operators, and/or inmates in operation and maintenance of and operates and maintains water and/or wastewater treatment facilities consisting of comminutors, sludge collectors, lift stations, primary and secondary settlings, trickling filters, chlorination, recirculation, aeration, sedimentation, tertiary sand filters, air diffusion piping, high service pumping, storage and distribution and other devices (e.g., adjusts flow patterns, chlorine and soda ash feed rate, cleans screening devices and sand filter, transfers sludge, reads water meters, lubricates moving parts, removes and replaces worn parts)
- Operates water and/or wastewater treatment plant facilities
- Monitors and performs chemical tests (e.g., alkalinity, hardness, pH, turbidity, chlorine, dissolved oxygen) and laboratory tests to determine levels of treatment and water quality
- Adjusts chlorine feed rate and automatic controls
- Collects biological samples and sends to state laboratory for analysis
- Collects samples of potable water and wastewater discharge
- Maintains treatment plant records
- Prepares daily and monthly reports on tests results and plant inspections
- Submits reports to EPA and appropriate sanitary section
- Oversees and/or performs general maintenance at water and/or wastewater treatment facility (e.g., tills seed beds, mows grass, paints buildings, plows snow)
- Performs operational modifications necessary in emergencies to meet EPA requirements
- Attends annual training, meetings and/or serves on committees

Qualifications - External

Certificate of class at least equal to that required by water system &/or wastewater works classification pursuant to Rule 3745-7-02, Environmental Protection Agency; 6 mos. exp. as treatment plant operator in water &/or wastewater treatment plant which included conducting routine laboratory tests on treatment plant flows.

Note: The official position description on file with the designated agency is to reflect, in the minimum acceptable characteristics, the required experience/license (e.g., per OAC 3745, ORC 4506.1, ORC 4506.03, ORC 4506.12, ORC 4507.02). Only those applicants possessing the required technical experience/license listed in the position description are to be considered for any vacancies posted. The vacancy/job posting should also only list the required technical experience/license commensurate with the position in question.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

## Internal Description

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Description - Internal

Guided by the agency's mission "To reduce recidivism among those we touch," the Ohio Department of Rehabilitation and Correction is looking for a dedicated security-minded business office professional to assume the responsibilities of a Treatment Plant Coordinator 1.

This position shall be filled in accordance with the provision of the OCSEA/ AFSCME Collective Bargaining Agreement. ODRC bargaining unit members have selection rights before non-bargaining unit members. All other applications will only be considered if an internal bargaining unit applicant is not selected for this position.

THIS IS A REPOSTING. IF YOU PREVIOUSLY APPLIED, YOU MUST RE-APPLY TO BE CONSIDERED.

Updates/changes to your application submission can be made while the posting is open by logging into your profile and editing the application. After the posting closes, no changes can be made.

This position works under direction & requires thorough knowledge of state and federal guidelines regarding water and/or wastewater treatment plant operations.

#### Job Duties:

- Monitor activities of operators, and/or inmates in operation and maintenance of and operates and maintains water and/or wastewater treatment facilities consisting of comminutors, sludge collectors, lift stations, primary and secondary settlings, trickling filters, chlorination, recirculation, aeration, sedimentation, tertiary sand filters, air diffusion piping, high service pumping, storage and distribution and other devices (e.g., adjusts flow patterns, chlorine and soda ash feed rate, cleans screening devices and sand filter, transfers sludge, reads water meters, lubricates moving parts, removes and replaces worn parts)
- Operates water and/or wastewater treatment plant facilities
- Monitors and performs chemical tests (e.g., alkalinity, hardness, pH, turbidity, chlorine, dissolved oxygen) and laboratory tests to determine levels of treatment and water quality
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- Collects biological samples and sends to state laboratory for analysis
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- Maintains treatment plant records
- Prepares daily and monthly reports on tests results and plant inspections
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- Performs operational modifications necessary in emergencies to meet EPA requirements
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#### Qualifications - Internal

Certificate of class at least equal to that required by water system &/or wastewater works classification pursuant to Rule 3745-7-02, Environmental Protection Agency; 6 mos. exp. as treatment plant operator in water &/or wastewater treatment plant which included conducting routine laboratory tests on treatment plant flows.

Note: The official position description on file with the designated agency is to reflect, in the minimum acceptable characteristics, the required experience/ license (e.g., per OAC 3745, ORC 4506.1, ORC 4506.03, ORC 4506.12, ORC 4507.02). Only those applicants possessing the required technical experience/ license listed in the position description are to be considered for any vacancies posted. The vacancy/job posting should also only list the required technical experience/license commensurate with the position in question.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

#### Major Worker Characteristics (For External & Internal)

Knowledge of fractions, decimals and percentages; state and federal guidelines regarding water and/or wastewater treatment plant operations; employee training and development\*.

Skill in operation of hand and power tools; operation of water and/or wastewater testing equipment; operation of chlorination equipment; operation of chemical testing equipment.

Ability to understand water and/or wastewater treatment plant procedures; read technical manuals and instructions; complete routine forms or records; stand, walk or bend; use limbs, fingers and hands to operate equipment, machinery or tools; transport 50 lbs.

(\*)Developed after employment.

#### Supplemental Information (For External & Internal)

##### Helpful Tips

##### Application Procedures:

- In order to be considered for this position, you must apply on-line through this posting website. (We no longer accept paper applications.)
- When completing your on-line Ohio Civil Service Application, be sure to clearly describe how you meet the minimum qualifications outlined on this job posting.
- We cannot give you credit for your qualifications, experience, education and training in the job selection process if you do not provide it in your on-line application.
- You can check the status of your application by signing into your profile on this website.
- We will communicate with you through the email you provided in your profile and job application. Be sure to check your email often.

If you require a reasonable accommodation for the application process, please contact the Human Resources Office so proper arrangements can be made. Otherwise, you will be given specific instructions on requesting an accommodation if you are invited to an assessment and/or interview.

#### Background Check Information

##### You Also Need to Know

The Ohio Department of Rehabilitation and Correction is a tobacco-free workplace.

##### Pre-Employment Drug Testing:

The final applicant selected for this position will be required to submit to urinalysis prior to an appointment to test for illegal drug use. The State will decline to extend a final offer of employment to any applicant with a verified positive test result. Also, an applicant with a positive test result will not be considered for any position with the State of Ohio for a period of one year. "Not applicable to current state employees".

This position may be subject to Federal Alcohol, Tobacco and Firearms (ATF) regulations that prohibit someone to carry, transport, or otherwise possess firearm(s) and/or ammunition from consuming marijuana, including medical marijuana.

Medical marijuana is prohibited as a valid medical explanation for a positive drug test for final applicants in this position.

##### Pre-Employment Background Investigation:

The final applicant selected for the position will be required to undergo a criminal background check. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.

The Ohio Department of Rehabilitation and Correction is prohibited from hiring:

- Individuals under a federal or state weapons disability. This position requires firearms certification/recertification and use;
- Individuals who have engaged in sexual abuse in a prison or other confinement facility; have been civilly or administratively adjudicated, or convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, implied threats of force, or if the victim did not or was unable to consent;
- Individuals convicted of soliciting or providing support for an act of terrorism, terrorism, or money laundering to support terrorism;
- Individuals who have been convicted of or pled guilty to a felony where a direct correlation exists between the position and prior criminal behavior. (example: individuals convicted of a felony involving fraud, deceit, or theft from holding a position that has substantial management or control over the property of a state agency.)

## Prescreening

## Questions

Question	Answer	Required/Asset	Weight	
1. Do you possess a certificate of class at least equal to that required by water system &/or wastewater works classification pursuant to Rule 3745-7-02, Environmental Protection Agency? Please attach license/certificate to application. Local, Code: 1646945272948 , Type: Single Answer	Yes	Required	0	(0%)
	No	—	0	(0%)
2. Do you have six (6) months experience as a treatment plant operator in water &/or wastewater treatment plant which included conducting routine laboratory tests on treatment plant flows? Local, Code: 1646945272951 , Type: Single Answer	Yes	Required	0	(0%)
	No	—	0	(0%)
3. If you answered "Yes" to the previous question, please explain your answer to include employer, dates of employment, and type of training or experience obtained. If you answered "No", please type N/A. Local, Code: 1646945272952 , Type: Text Answer				
4. I understand responses to the supplemental questions will be used in the initial screening process and failure to respond correctly will exclude me from consideration. Local, Code: 1646945272953 , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
5. I understand that my application must contain information to support that I meet the minimum qualifications as posted in order to advance to the next step of the hiring process. Local, Code: 1646945272954 , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
6. Are you a current permanent employee with the Ohio Department of Rehabilitation and Correction? Local, Code: 1646945272955 , Type: Single Answer	Yes	Asset	0	(0%)
	No	—	0	(0%)
7. Are you currently employed by the State of Ohio? Local, Code: 1646945272956 , Type: Single Answer	No	—	0	(0%)
	Yes, I ' m a member of the OCSEA/ AFSCME Bargaining Unit	Asset	0	(0%)
	Yes, I ' m a member of the 1199 Bargaining Unit	—	0	(0%)
	Yes, I ' m a member of the OEA Bargaining Unit	—	0	(0%)
	Yes, I ' m an Exempt Employee	—	0	(0%)
	Yes, I am a contractor, intermittent, or temporary employee with the State of Ohio	—	0	(0%)

	Yes, Other	—	0	(0%)
8. If you are a current State of Ohio employee, please provide the name of the agency you work for and your classification (job title). If you are not a current State of Ohio employee, please type "N/A". Local, Code: 1646945272957 , Type: Text Answer				
9. Are you a current employee of the Ohio Department of Mental Health and Addiction Services (OhioMHAS) working for the Ohio Department of Rehabilitation and Corrections in Recovery Services? Local, Code: 1646945272958 , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
10. If you are a current employee of the Ohio Department of Mental Health and Addiction Services working for the Ohio Department of Rehabilitation and Corrections in Recovery Services, please provide the name of the institution you work for and your classification (job title). If you are not a current OhioMHAS employee, please type "N/A". Local, Code: 1646945272960 , Type: Text Answer				
11. Are you a veteran currently working with a One-Stop Center or State Veterans Representative in your search for employment? Local, Code: 1646945272961 , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
12. If you are a veteran currently working with a One-Stop Center or State Veterans Representative, please identify your point of contact. If none, please type " N/A " . Local, Code: 1646945272962 , Type: Text Answer				
13. Are you currently employed as a contingent worker through InGenesis? Local, Code: 1646945272963 , Type: Single Answer	Yes	—	0	(0%)
	No	—	0	(0%)
			Weight	
Total for Competencies and Questions:			0	(0%)

This requisition uses 0 of the 0 questions from the corresponding prescreening model.

## Disqualification Questions

Questions	Answer	Result
1. Are you a current State of Ohio employee? Global, Code: OH_SOH_EMP , Type: Single Answer , Visible by: External Candidates	Yes, I'm an interim or intermittent employee *	To Be Verified
	Yes, I'm a temporary, seasonal or project employee *	To Be Verified
	No, I'm not a State of Ohio employee	The Candidate Passes
	Yes, I'm a permanent employee *	To Be Verified
	Yes, I'm a fixed term or established term employee *	To Be Verified
* If you are a current State of Ohio employee, please provide your eight (8) digit, OAKS ID number.		
2. Do you have a legal right to work in the United States?	No	To Be Verified

Global, Code: OH_RTW_US , Type: Single Answer , Visible by: All Candidates	Yes	The Candidate Passes
<p>3. If you were previously employed by the State of Ohio, please choose one of the following:</p> <p>Global, Code: OH_PREV_EMPL_DATE , Type: Single Answer , Visible by: External Candidates</p>	Employment ended prior to 12-01-2004.	To Be Verified
	N/A - Not previously employed by the State of Ohio or current state employee.	The Candidate Passes
	Employment ended on or after 12-02-2004.	To Be Verified