



Affirmative Action Committee  
Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

October 11, 2022

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire an individual to fill one of the following positions in the **Water Pollution Control Department**.

**WWTP Operator II, WWTP Operator I -OR- Wastewater Treatment Plant Operator Trainee** - This would be a full-time, non-exempt position working the night shift. The starting pay rate is dependent upon the position filled. The WWTP Operator II position has a starting pay rate of \$21.35/hour; the WWTP Operator I position has a starting pay rate of \$20.59/hour; and the Wastewater Treatment Plant Operator Trainee position has a starting pay rate of \$18.40/hour. Highlighted duties of the hiring requirements for this position are listed below with a full job description attached.

- Note:**
- This individual will operate or learn to operate the equipment in the Wastewater Treatment Plant. An Operator II or Operator I must have appropriate Wastewater Operator Certificate, while a Trainee has two years from date of appointment to obtain a Class I Wastewater Works Operator’s Certificate.
  - Must have good math skills, ability to work alone, and willingness to learn wastewater processes.
  - A valid Ohio Driver’s License without restrictions of any privilege to drive at any time and must be free from any requirement of High-Risk Liability Insurance is required. Must be willing to obtain a Class B CDL.
  - Passing of a Background Check, Physical Examination, Drug and Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Tuesday, October 11, 2022 at 8:00 am  
 Application Closing Date/Time: UNTIL FILLED  
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor  
 - OR - download from [www.marionohio.us/employment](http://www.marionohio.us/employment)

**It is the policy of the City of Marion not to discriminate in the selection of candidates.**

Janell O’Neil  
City of Marion

Attachment

- |                        |                       |               |                 |                 |
|------------------------|-----------------------|---------------|-----------------|-----------------|
| cc: Committee Members  | Public Works Director | Auditor       | IT              | Probation       |
| Support Data List (AA) | HRAA - O’Connor       | Council       | Law Director    | Senior Center   |
| Mayor                  | HRC - Mayes           | Engineering   | Municipal Court | Transit         |
| Safety Director        | City Hall - 3 Floors  | Fire Dept - 3 | Parks           | Utility Billing |
| Service Director       | Airport               | Garage        | Police Dept     | WWTP            |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

**AN EQUAL OPPORTUNITY EMPLOYER**

**CITY OF MARION OHIO**  
**Job Description**

**Job Title:** WWTP OPERATOR II  
**Department:** WATER POLLUTION CONTROL  
**Reports To:** WPC SUPERINTENDENT  
**FLSA Status:** Non-Exempt AFSCME Grade 24  
**Prepared By:** H R  
**Prepared Date:** 02-12-08  
**Approved By:**  
**Approved Date:**

**SUMMARY:** Operates sewage treatment, sludge processing, and disposal equipment in the water reclamation plant to control flow and processing of sewage. Working under direction, performs routine and skilled tasks necessary in controlling operations of the water reclamation plant on an assigned shift. Work of this class involves shift responsibility for the operations of the plant and performing as a shift leader when necessary. Work is performed in accordance with operating procedures outlined by the Plant Superintendent or other Line Supervisor, and requires making some operating decisions in absence of supervisory personnel. Work is reviewed through inspections and by observing the effectiveness with which it contributes to a satisfactory and efficient team effort in operating the plant facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties as assigned.

- Operates automatic pumps, valves and other equipment in wastewater treatment plant as necessary to maintain maximum efficiency;
- Monitors, records and interprets control panel readings of temperature, pressure, weights, levels, flow and other data which are obtained from various gauges and meters and adjusts valves and gates manually or by remote control to regulate flow of sewage;
- Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine load requirements;
- Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge processes;
- Adjusts chemical feed rate and supplies chemicals to feeders;
- Oils, greases, cleans and paints equipment as required; makes minor repairs and adjustments to plant equipment; may assist Maintenance Mechanic in major repairs;
- Collects samples of wastewater and solids at various locations and performs routine laboratory analysis as required; Operates container truck and towmotor as required for continuous plant operation;
- Instructs Trainee in operation of plant equipment and the interpretation of data obtained from gauges and meters;
- Maintains records and prepares required reports; participates in maintaining plant structures and surroundings in clean, orderly manner.

**SUPERVISORY RESPONSIBILITIES:** Acts as shift leader with operators and trainees engaged in the routine operation and care of a variety of equipment associated with the wastewater treatment plant. Oversees and instructs Trainees in the various duties required in the operation of the plant.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); Training in the field of wastewater treatment; and considerable experience in the operation and maintenance of a wastewater treatment plant preferred; or a combination of experience and training which provides the required knowledge, skills and abilities may be considered.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively with co-workers.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to make mathematical computations and analytical measurements with accuracy.

**Reasoning Ability**

Ability to understand and to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Windows operating systems, Internet software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations**

Valid, unrestricted, Ohio Driver's License. Class II Wastewater Works Operators Certificate from the Ohio Environmental Protection Agency.

**Other Skills and Abilities**

Thorough knowledge of a variety of hydraulic, biological, chemical and mechanical principles pertinent to the operation of an activated sludge treatment plant with chemical treatment and post chlorination. Good knowledge of: the specific operating and maintenance characteristics of major components of plant machinery and equipment; and the occupational hazards and safety precautions of the work. Ability to: inspect machinery and mechanical equipment to detect malfunctions; accurately read meters and charts and maintain records of shift operations; plan and supervise the activities of others in a manner conducive to full performance and high morale.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand, walk and climb stairs. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision with good depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

**CITY OF MARION OHIO**  
**Job Description**

**Job Title:** WWTP OPERATOR I  
**Department:** WATER POLLUTION CONTROL  
**Reports To:** WPC SUPERINTENDENT  
**FLSA Status:** Non-Exempt AFSCME Grade 23  
**Prepared By:** H R  
**Prepared Date:** 02-12-08  
**Approved By:**  
**Approved Date:**

**SUMMARY:** Operates sewage treatment, sludge processing, and disposal equipment in the water reclamation plant to control flow and processing of sewage. Working under direction, performs routine and skilled tasks necessary in controlling operations of the water reclamation plant on an assigned shift. Work of this class involves shift responsibility for the operations of the plant. Performed in accordance with operating procedures outlined by the Plant Superintendent or other Line Supervisor, and requires making some operating decisions in absence of supervisory personnel. Performs the following essential duties and related duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties as assigned.

- Has shift responsibility for the operations of the water reclamation/wastewater treatment plant;
- Operates automatic pumps, valves and other equipment in wastewater treatment plant as necessary to maintain maximum efficiency;
- Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage;
- Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine load requirements;
- Records and interprets readings of temperatures, pressure, weights, levels, flow and other data which are obtained from various gauges and meters;
- Starts and stops pumps, engines, and generators to control flow of sewage through filtering, settling, aeration, and sludge processes;
- Maintains log of operations and records meter and gauge readings;
- Adjusts chemical feed rate and supplies chemicals to feeders;
- Oils, greases, cleans and paints equipment as required; makes minor repairs and adjustments to plant equipment;
- Collects samples of wastewater and solids at various locations and performs routine laboratory analysis as required;
- Operates container truck and tow motor as required for continuous plant operation;
- Instructs Trainee in operation of plant equipment and the interpretation of data obtained from gauges and meters;
- Maintains records and prepares required reports; participates in maintaining plant structures and surroundings in clean, orderly manner.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); Basic experience in the operation and maintenance of a wastewater treatment plant. Training in the field of wastewater treatment.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively with co-workers.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to make mathematical computations and analytical measurements with accuracy.

**Reasoning Ability**

Ability to understand and to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Windows operating systems, Internet software; Spreadsheet software and Word Processing software.

**Certificates, Licenses, Registrations**

Valid, unrestricted, Ohio Driver's License. Class I Wastewater Works Operators Certificate from the Ohio Environmental Protection Agency.

**Other Skills and Abilities**

Good knowledge of a variety of hydraulic, biological, chemical and mechanical principals pertinent to the operation of an activated sludge treatment plant with chemical treatment and post chlorination. Basic knowledge of the specific operating and maintenance characteristics of major components of plant machinery and equipment; Good knowledge of the occupational hazards and safety precautions of the work. Ability to: inspect machinery and mechanical equipment to detect malfunctions. Ability to develop and maintain effective working relationships with the other employees.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell. The employee is frequently required to stand, walk and climb stairs. The employee is occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision with good depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

**CITY OF MARION OHIO  
WATER POLLUTION CONTROL DIVISION  
JOB DESCRIPTION**

<b>Job Title:</b>	<b>Wastewater Treatment Plant Operator Trainee</b>
<b>Department:</b>	Water Pollution Control
<b>Reports To:</b>	Plant Superintendent
<b>FLSA Status:</b>	Nonexempt - AFSCME Grade 20
<b>Prepared By:</b>	Human Resources
<b>Prepared Date:</b>	02/11/08

**SUMMARY:** Under the immediate supervision of a Plant Operator, is responsible for learning to operate the equipment in the wastewater treatment plant. This is a learning or apprenticeship position both assisting and learning from a Plant Operator. Incumbents have two years from date of appointment to obtain a Class I Wastewater Works Operator's Certificate.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following and other duties as assigned:

- Under direction, will assist and learn to operate pumps, motors and other equipment in a wastewater treatment plant; may also assist a mechanic or experienced operator repairing equipment; lubricates and cleans equipment.
- Learns to interpret the significance of readings recorded from gauges and meters that register flow, temperature, pressure, weights and levels of chemicals; and learns to take appropriate action to correct any imbalance or other operating problem.
- Learns to regulate the flow of wastewater and sludge.
- Collects samples of wastewater at various stages of the treatment process and delivers samples to laboratory.
- Notifies supervisor when problems arise which the worker is untrained for and/or is unable to resolve.
- May be assigned minor building and grounds maintenance tasks such as: painting equipment, shoveling snow, cutting grass, washing windows, cleaning washrooms, loading and unloading trucks, and storing supplies.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak and communicate effectively with supervisors, co-workers and others.

**Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills**

Must have familiarity with operation of computers including windows operating systems.

**Certificates, Licenses, Registrations**

The probationary period for this position will be for a maximum of two years and terminate upon the incumbent obtaining a Class I Wastewater Works Operator's Certificate from the Ohio EPA. Valid, unrestricted, State of Ohio Drivers License required. Class B or higher Commercial Driver's License preferred.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 25 pounds; frequently lift and/or move up to 50 pounds; and occasionally lift and/or move up 100 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception and ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually moderate to loud depending upon location in the treatment plant.