



# EMPLOYMENT OPPORTUNITY

## PUBLIC WORKS DEPARTMENT WASTEWATER DIVISION **PLANT OPERATOR/OPERATOR "B"**

The City of Oberlin is accepting applications for a **Plant Operator/Operator "B"** position in the Wastewater Division of the Public Works Department. Duties include the operation of the Water Environment Protection Facility in accordance with the laws and regulations of the State of Ohio and approved operating procedures.

**Minimum Qualifications:** High School Diploma or equivalent required. Plant Operator must have a Class I Waste Water Operator License upon hire; Operator B must obtain Class I Waste Water Operator License within 2 years of employment. Valid State of Ohio Driver's License required; Ohio Class B Commercial Driver's License with Tanker and Air Brake endorsement must be obtained within 6 months of employment. Must have a telephone where one can be reached for call-outs and emergencies.

**Plant Operator Starting Hourly Rate: \$21.90-\$27.38/Hour D.O.Q.**

**Plant Operator B Starting Hourly Rate: \$16.13-\$20.16/Hour D.O.Q.**

---

Applications and full job description are available at [www.cityofoberlin.com](http://www.cityofoberlin.com) or by contacting the Human Resources Department at (440) 775-7205.

**Applications may be returned via email to:**  
[hr@cityofoberlin.com](mailto:hr@cityofoberlin.com)

**Or mailed to:**  
City of Oberlin Human Resources Department  
85 South Main Street  
Oberlin, Ohio 44074

---

**OPEN UNTIL POSITION FILLED – FIRST REVIEW IS JANUARY 4, 2021**

***The City of Oberlin is a Drug-Free Workplace and an Equal Employment Opportunity employer.***



## **CITY OF OBERLIN JOB DESCRIPTION**

### **PLANT OPERATOR**

<b>Title:</b>	Plant Operator	<b>Department:</b>	Public Works
<b>Supervisor:</b>	WEPF Superintendent or WEPF Chief Operator	<b>Positions Supervised:</b>	Service Maintenance Workers or Temp Employees
<b>Status:</b>	Full-Time	<b>Civil Service Status:</b>	Classified/ Non-competitive
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	IBEW	<b>Pay Grade:</b>	IBEW Collective Bargaining Agreement
		<b>Schedule:</b>	Shift assignments vary. Plant normally staffed 12 hrs/day, M-F on staggered 8-hr shifts, with rotating assignment Saturday/Sunday.

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

#### **General Statement of Duties:**

Operates the Water Environment Protection Facility in accordance with the laws and regulations of the State of Ohio and approved operating procedures. Performs preventive and scheduled plant maintenance.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

The Plant Operator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Plant Operator shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The position requires a valid state of Ohio driver's license. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

#### **Minimum Qualifications:**

High school diploma or equivalent. Class I Waste Water Operator License. Must show mathematical ability, communication skills, planning and organizing skills, knowledge of wastewater treatment processes and operations, and mechanical ability. Also must have basic knowledge of wastewater

treatment equipment, record keeping, and must be able to function with co-workers as a team. Must have a telephone where one can be reached for call-outs and emergencies.

**Supervision:**

- Works under the supervision of the Superintendent.
- May supervise part-time employees in the absence of other supervisory staff.

**Primary Job Duties:** *(Essential functions are identified by an ‘ \* ’)*

- All duties of a Service Maintenance Worker.\*
- Opens and closes the Water Environment Protection Facility. Operates plant and all related equipment, takes readings of pumps, meters, recorders, and liquid level indicators. \*
- Performs wastewater treatment in a timely manner to ensure that upstream process operations can be achieved when required. \*
- Gathers daily samples for the wastewater laboratory and external laboratories. Performs daily analysis of wastewater as directed. \*
- Gathers daily readings and figures and enters data on monthly EPA and plant operation reports. \*
- Operates, maintains, repairs and replaces all plant equipment, including mechanical, electrical and hydraulic repairs. Adjusts and regulates plant equipment, i.e., pumps, blowers, etc. \*
- Maintains the plant grounds, i.e., mowing lawn, trimming trees and shrubs, sweeping and mopping floors, cleaning windows, cleaning tanks, cleaning filters for equipment, painting, etc. \*
- Communicates with the public; strives to remedy problems/complaints; conducts plant tours. \*
- Complies with all environmental health and safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public. Reports unsafe conditions. \*
- Participates in and completes all required training programs. \*
- Perform other related duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Ability to accurately read gauges and meters.
- Ability to prepare and maintain accurate paperwork such as records, logs, orders, surveys and routine reports as directed.
- Ability to perform accurate mathematical calculations related to this position.
- Ability to perform standardized wastewater process control, monitoring, compliance sampling and testing including knowledge of activated sludge treatment.
- Knowledge of methods and precautions in storing and handling chlorine and other industrial chemicals.
- Must have mechanical skills for making repairs to process equipment, piping, motors, etc. Knowledge of the techniques, equipment and materials used in the mechanical maintenance and repair of related equipment and systems.
- Must have hands-on experience in light duty electrical power systems (110V and 240V/single and three-phase) including instrumentation calibration and use.
- Must have basic computer skills: MS Word, MS Excel. SCADA system experience is preferred.

**Licenses and/or Certifications:**

- Valid Ohio Class B Commercial Driver's License with Tanker and Air Brake endorsement within 6 months of date of hire.

- Class I Waste Water Treatment Plant Operator Certification.

**Work Environment:**

- Responds to call-outs in times of emergency or other times of need.
- Required to work in severe weather conditions and possible hazardous traffic conditions.
- Minor to significant levels of physically demanding effort.

**Work Situation Factors:**

Position requires competing demands; may require occasional work beyond normal business hours.

**SAFETY SENSITIVE POSTIONS ARE SUBJECT TO DRUG AND ALCOHOL TESTING  
ACCORDING TO CITY POLICY.**

Reviewed by Civil Service Com. 12/13/95  
Reviewed by City Council 02/10/2009

## **CITY OF OBERLIN JOB DESCRIPTION**

### **PLANT OPERATOR “B”**

<b>Title:</b>	Plant Operator “B”	<b>Department:</b>	Public Works
<b>Supervisor:</b>	WEPF Superintendent or WEPF Chief Operator	<b>Positions Supervised:</b>	Service Maintenance Workers or Temp Employees
<b>Status:</b>	Full-Time	<b>Civil Service Status:</b>	Classified/ Non-competitive
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	IBEW	<b>Pay Grade:</b>	IBEW Collective Bargaining Agreement
<b>Schedule:</b>	The plant is normally staffed 12 hours/day, M-F on staggered 8- hour shifts. There is a rotating assignment on Saturday and Sunday. Shift assignments vary.		

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

#### **General Statement of Duties:**

Operates the Water Environment Protection Facility in accordance with the laws and regulations of the State of Ohio and approved operating procedures. Performs preventive and scheduled plant maintenance.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

#### **Minimum Qualifications:**

High school diploma or equivalent. Satisfactory completion of a Class I Waste Water Operator training course within two (2) years of employment in this position. Must show mathematical ability, communication skills, planning and organizing skills and mechanical ability. Must be able to function with co-workers as a team. Must have a telephone where one can be reached for call-outs and emergencies.

#### **Supervision Received**

Works under the supervision of the Superintendent.

#### **Supervision Exercised:**

May supervise part-time employees in the absence of other supervisory staff.

**Duties and Responsibilities:** *(Essential functions are identified by an ‘ \* ’)*

- All duties of a Service Maintenance Worker. \*
- Opens and closes the Water Environment Protection Facility. Operates plant and all related equipment, takes readings of pumps, meters, recorders, and liquid level indicators. \*
- Performs wastewater treatment in a timely manner to ensure that upstream process operations can be achieved when required.\*
- Gathers daily samples for the wastewater laboratory and external laboratories. \*
- Performs daily analysis of wastewater as directed. \*
- Gathers daily readings and figures and enters data on monthly EPA and plant operation reports.\*
- Operates, maintains, repairs and replaces all plant equipment, including mechanical, electrical and hydraulic repairs. Adjusts and regulates plant equipment, i.e., pumps, blowers, etc.\*
- Maintains the plant grounds, i.e., mowing lawn, trimming trees and shrubs, sweeping and mopping floors, cleaning windows, cleaning tanks, cleaning filters for equipment, painting, etc.\*
- Communicates with the public. Strives to remedy problems and complaints. Conducts plant tours.\*
- Complies with all environmental health and safety procedures, work rules, and regulations and directives established to prevent injury and/or to reduce hazards to themselves, fellow employees, municipal property, and the public. Reports unsafe conditions.\*
- Participates in and completes all required training programs.\*
- Perform other related duties as assigned.

**Required Knowledge, Skills and Abilities:**

- Ability to accurately read gauges and meters.
- Ability to prepare and maintain accurate paperwork such as records, logs, orders, surveys and routine reports as directed.
- Ability to perform accurate mathematical calculations related to this position.
- Ability to learn to perform standardized wastewater process control, monitoring, compliance sampling and testing.
- Knowledge of methods and precautions in storing and handling chlorine and other industrial chemicals.
- Must have mechanical skills for making repairs to process equipment, piping, motors, etc. Knowledge of the techniques, equipment and materials used in the mechanical maintenance and repair of related equipment and systems preferred.
- Experience in light duty electrical power systems (110V and 240V/single and three-phase) including instrumentation calibration and use preferred.  
Must have basic computer skills: MS Word, MS Excel.

**Licenses and/or Certifications:**

- Valid Ohio Class B Commercial Driver's License with Tanker and Air Brake endorsement within 6 months of date of hire.
- Class I Waste Water Treatment Plant Operator Certification within 2 years of date of employment in this position.

**Work Environment:**

- Responds to call-outs in times of emergency or other times of need.

- Required to work in severe weather conditions and possible hazardous traffic conditions.
- Minor to significant levels of physically demanding effort.

**Work Situation Factors:**

Position requires competing demands; may require occasional work beyond normal business hours.

**SAFETY SENSITIVE POSTIONS ARE SUBJECT TO DRUG AND ALCOHOL TESTING  
ACCORDING TO CITY POLICY.**

Reviewed by Civil Service Com. 12/13/95  
Reviewed by City Council 02/10/2009



**City of Oberlin**

85 South Main Street

Oberlin, Ohio 44074

(P): (440) 775-1531

(F): (440) 776-4840

(E): hr@cityofoberlin.com



# EMPLOYMENT APPLICATION

**Position Applied For:** \_\_\_\_\_**Date of Application:** \_\_\_\_\_

***We consider applicants for all positions without regard to race, color, religion, gender, national origin, sexual orientation, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status, as long as they are able to perform the essential functions of the job with or without reasonable accommodation. We will not refuse to hire an applicant because of disability so long as the disabled applicant is qualified to perform the essential functions of the job with or without reasonable accommodation.***

(Please Print)

Last Name		First Name		Middle Name	
Address		City	State	Zip Code	
Telephone Numbers Cell		Other (Please Specify) _____			
E-Mail Address*:					

***\*E-Mail Addresses will be used to notify you of the status of your application***

Are you age 18 or over? ☐ Yes ☐ NoAre you employed now? ☐ Yes ☐ NoMay we contact your present employer? (ONLY upon establishing mutual interest) ☐ Yes ☐ No

On what date would you be available for work? \_\_\_\_\_

Are you available to work: ☐ Full Time ☐ Part Time ☐ Shift Work ☐ TemporaryDo you currently possess a valid Ohio Driver's License? ☐ Yes ☐ NoDo you currently possess a valid Commercial Driver's License (CDL)? ☐ Yes ☐ NoIf yes, please complete the following: CDL Class: ☐ Class A ☐ Class B ☐ Class C

Endorsements / Restrictions: \_\_\_\_\_

Has your driver's license ever been suspended because you operated a motor vehicle while under the influence of alcohol or drugs? ☐ Yes ☐ No

## Education

	High School or GED				Undergraduate College/University				Graduate/ Professional			
School Name and Address												
Years Completed	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree												
Describe Course of Study												
Describe any specialized training, apprenticeship, skills, and extra-curricular activities												
Describe any honors you have received												
State any additional information you feel may be helpful to us in considering your application												

*(Educational level will be considered only to the extent a particular level of educational achievement is necessary for successful job performance.)*

### List professional, trade, business, or civic activities and offices held.

*You may exclude memberships which would reveal gender, race, color, religion, national origin, age, ancestry, disability, political affiliation, or other protected status.*

---



---



---



---

## References

### List three work references (not related to you) preferably in a supervisory role.

Name	Telephone Number	Position	Years Known
1. _____			
2. _____			
3. _____			

## Special Skills and Qualifications

Summarize any special job-related skills and qualifications acquired from employment, military, or other experience.

---



---



---



---

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, age, ancestry, gender, national origin, disabilities, political affiliation, or other protected status. If you need additional space, please continue on a separate sheet of paper.

**This section must be filled out, even if you are attaching a résumé!**

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for <u>WANTING</u> to Leave			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
	Job Title                      Supervisor	Starting	Final	
	Reason for Leaving			

---

Are you currently on "lay-off" status and subject to recall? ☐ Yes ☐ No

If you have served in the U.S. Armed Forces, are you currently discharged from active duty? ☐ Yes ☐ No

Are you legally eligible for employment in the United States? ☐ Yes ☐ No  
(If you are hired by the City you must provide proof of your eligibility and any required documentation.)

## Applicant's Statement

---

I, \_\_\_\_\_, understand that this is an application for employment and not  
(Print Applicant Name Here)  
an employment contract.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that the City may make a **thorough investigation of my entire work and personal history** and may verify all data given in my application for employment, related documents or interviews. **I authorize such investigation and release from liability any person(s) giving or receiving such information. I understand that falsification of data so given, or other derogatory information discovered as a result of this investigation, may prevent my being hired, or, if hired, may subject me to immediate dismissal.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

I understand that if the City offers me employment, **the offer of employment will be contingent upon me taking and passing a drug test** as a condition of employment, and further understand that I may be **required to submit to additional pre-employment testing as may be required for the job.**

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Initial

I understand that if the City offers me employment, I am required to abide by all rules and regulations of the City, and that the City retains the right to establish, modify and change those regulations including those pertaining to scheduling, overtime and shift assignments. I understand that if hired by the City, my employment can be terminated by the City subject only to applicable laws and regulations.

I am aware **this application is a "Public Record"** as defined by Ohio Public Records law and will be treated in accordance with that law.

\_\_\_\_\_  
Initial

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## EQUAL EMPLOYMENT OPPORTUNITY SURVEY

(Read information below)

*Please return this form with your completed application to the Human Resources Department in Oberlin City Hall at 85 South Main Street, Oberlin, Ohio 44074.*

Name: \_\_\_\_\_

(Please Print)

Gender: ☐ Male ☐ Female

Education Level: \_\_\_\_\_

(i.e. GED/High School, Some College, 2-year degree, 4-year degree, Master's Degree)

Race: ☐ Black (Non-Hispanic)

☐ White (Non-Hispanic)

☐ Hispanic

☐ Asian/Pacific Islander

☐ American Indian/Alaska Native

☐ Other: \_\_\_\_\_

Do you have a physical or mental disability? (Answer is strictly voluntary) ☐ Yes ☐ No

Job applied for: \_\_\_\_\_

Date: \_\_\_\_\_

Where did you learn about this job posting?

☐ College/School Employment/Guidance Office

☐ Cable TV

☐ I am a Current Employee

☐ Church: \_\_\_\_\_ (Please Specify)

☐ Internet

☐ Word of Mouth

☐ Newspaper or Prof. Journal Advertisement: \_\_\_\_\_ (Please Specify)

☐ Other: \_\_\_\_\_ (Please Specify)

In which City, Village, or Township do you reside? \_\_\_\_\_

*Thank you for your assistance*

## IMPORTANT INFORMATION

The data requested above will be kept strictly confidential and will **NOT** be a part of any personnel or job application records. This information will be accessible only to the Equal Employment Opportunity Officer and is being gathered in compliance with Federal Equal Employment opportunity regulations. It will be used to evaluate the City's policy of providing equal job opportunities to all applicants, and to respond to federal and state reporting requirements.

**SPECIAL NOTE:** Should you feel that you were discriminated against while seeking a particular job with the City of Oberlin, you are encouraged to file a written complaint to that effect with the Equal Employment Opportunity Officer.

**PLEASE COMPLETE THE INFORMATION ABOVE!**