

MIDDLETOWN CIVIL SERVICE COMMISSION**Invites ALL Non-Licensed Applicants for****TREATMENT PLANT OPERATOR EXAMINATION****APPLICATION INFORMATION**

Application Opening Date: October 25, 2017

Application Deadline: November 24, 2017 at 5:00 p.m. No application will be accepted after deadline.

Application Fee: No fee is required to take the exam.

How to Apply: Application packets may be obtained from the Human Resources Office located on the second floor of City Building, One Donham Plaza, Middletown, Ohio or may be downloaded from the website at <http://www.cityofmiddletown.org/jobs>. **Please return completed application to Human Resources, City of Middletown, One Donham Plaza, Middletown, Ohio 45042, fax to 513-425-7929, or email to jobs@cityofmiddletown.org.**

ADA Accommodation Requests: It is the policy of the City of Middletown to make all public examinations accessible to all persons, in accordance with state and/or federal laws. If you have a disability which requires accommodation in order for you to attend and/or participate in this examination, please contact us at 425-7706 or 425-7934 at least forty-eight hours prior to the time of the examination to advise us of the need for accommodation, and reasonable efforts shall be made to provide the same.

EXAMINATION INFORMATION

Examination Date and Time: Non-Licensed applicants will take a written examination on Tuesday, November 28, 2017 at 6:00 p.m. Applicant check in time is between 5:15 p.m. and 5:45 p.m. The written examination consists of 50 multiple choice questions and applicants will be given one hour to complete the exam. **There are no make-up examinations.**

I.D. Requirements: Picture I.D. required at check-in.

Calculators/Communication Devices: Stand- alone calculators are permitted. All other forms of communication devices will not be permitted during the examination including cell phone calculators.

Examination Location: Learning Lab located on the fourth floor of the City Building, One Donham Plaza, Middletown, Ohio 45042.

Examination Information: The examination will test the abilities and aptitudes of the applicants to perform the duties of Treatment Plant Operator.

Available Study Aids: N/A

Minimum Examination Score: The minimum passing score on the written examination is 70%.

Veterans: A military veteran with over one year of service, who has been honorably discharged and who attains a passing score, shall receive an additional credit of 20% of his or her total grade. Applicants must submit a copy of their DD214 Form as proper proof of acceptable service in the armed forces of the United States and the additional requirement of one year of active duty service when filing an application.

JOB INFORMATION

Job Description: Experience in water/wastewater treatment supplemented by coursework in chemistry and mathematics; or any any equivalent combination of experience and training that provides the required knowledge, skills, and abilities (see attached position description).

Minimum Requirements: Possession of a valid Ohio Driver's License; and the ability to obtain Operator-in-Training (OIT) status issued by Ohio EPA within 24 months of hire.

Starting Salary Range: \$35,111 to \$44,210 annually plus shift differential and opportunity for overtime.

Benefits: Health Insurance, Life Insurance, Public Employees Retirement System of Ohio, Deferred Compensation Program, 12 paid holidays per year, 1 personal day, vacation leave, sick leave, funeral leave, clothing allowance, annual flu shot, and Employee Assistance Program.

Agency Description: Equal Opportunity Employer and Drug-Free Workplace.

HIRING PROCESS

Eligibility List: For those who pass the written examination, the Middletown Civil Service Commission will establish an eligibility list. This list gives the City a pool of candidates from which an individual may be selected for appointment. The basis for inclusion on this list will be made as a result of the attainment of a minimum score of 70 percent on the written examination, along with other factors including work history, education, veteran's status and other relevant employment criteria. You will be notified by mail or email of your status once the list is established. After the list is established the hiring department will decide who they will interview and will contact the candidates.

Appointment: Once a candidate has been selected for hire, the candidate will be given a conditional job offer by the hiring department and asked to complete the required background release forms. The job offer is conditional on the candidate passing the required background and medical evaluation/drug screen. After the background check is approved, the appointment will go to the City Manager for approval and then to City Council for confirmation. Once approved by City Council, the candidate will then be notified by Human Resources regarding the medical evaluation/drug test. After everything is approved, Human Resources will coordinate the start date with the department.

CONTACT INFORMATION

Please feel free to contact Human Resources if you have any questions regarding the process at 513-425-7934.

CITY OF MIDDLETOWN

Position Description

Position Title:	Treatment Plant Operator
Department/Division:	Public Works & Utilities / Water & Wastewater Treatment
Reports To:	Water Treatment Manager/Wastewater Treatment Manager
Classified or Unclassified:	Classified
Entry Level or Promotional:	Entry Level (Exceptional Appointment)
Exempt or Non-exempt:	Non-exempt
Union or Non-union:	Non-Union
Salary Range:	187 – Uncertified/OIT, 186 – Class I Certification, 185 – Class II Certification, 184 – Class III Certification
Civil Service Approval:	October 19, 2017

Position Summary

This is a skilled position in the operation of the water/wastewater treatment plant on a rotating shift basis. Must have a good knowledge of the treatment processes and the necessary skills to operate, monitor and make all necessary adjustments to all related equipment. Position includes latitude for independent judgment in daily operations with general supervision by the Water Treatment Manager/Wastewater Treatment Manager.

Position requires the necessary physical condition to perform heavy physical labor over a sustained period of time primarily outdoors; standing, walking, bending, and carrying heavyweight items (50-100 pounds) such as tools, equipment, and supplies.

Position Qualifications

1. Experience in water/wastewater treatment supplemented by coursework in chemistry and mathematics; or any equivalent combination of experience and training which provides the following knowledge, skills and ability:
 - a. Knowledge of the principles and theories of water/wastewater treatment.
 - b. General knowledge of safety and safe work habits.
 - c. Ability to keep clear and concise records.
 - d. Ability to perform manual labor and to work in inclement weather.
 - e. Ability to understand and follow specific oral and written instructions.
 - f. Ability to maintain effective working relationships with other employees.

- g. Knowledge of the City, department, and division policies and procedures.
- 2. Water Treatment: Must possess a valid Ohio EPA Class I Operator Water Supply Certificate or have ability to obtain Operator-in-Training (OIT) status issued by Ohio EPA within 24 months of hire; must be able to be certified by the state for laboratory analysis.

Wastewater Treatment: Must possess a valid Ohio EPA Class I Operator Wastewater Works Certificate or have ability to obtain Operator-in-Training (OIT) status issued by Ohio EPA within 24 months of hire.
- 3. Possession of a valid Ohio Driver's License.

Duties and Responsibilities (For Performance Appraisal)

- 1. Operate the water/wastewater plant and processes on an assigned shift or as needed in compliance with applicable regulations, standards and procedures.
- 2. Maintain daily operating logs, flow rates, charts, and chemical feed rates.
- 3. Perform minor maintenance on equipment.
- 4. Make regular rounds to check equipment performance.
- 5. Make adjustments to equipment or the process when required.
- 6. Answer questions from citizens or refers them to proper department.
- 7. Perform routine laboratory analyses on the water quality bi-hourly or as needed.
- 8. Handle after hours emergency calls and reports any problems found.
- 9. Participate in plant decision-making processes and assist in administrative functions.
- 10. Establish and maintain working relationships with other employees and the public.
- 11. Communicate clearly, both verbally and in writing, for plant interaction and customer service.
- 12. Maintain regular and timely attendance.
- 13. Perform related work as required by supervisor.