



## Affirmative Action Committee

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

### Committee Members

Elder Shawn Jackson Milly Stockdale  
Pastor Tyrone Kaiser Vickie L. Taylor-Radebaugh  
Janell O'Neil Charles W. Wright

July 14, 2017

Posted: July 17, 2017

### TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Water Pollution Control Department**.

**Water Pollution Control Superintendent** – It is a full-time exempt position. Job Description is attached.

- Please Note:**
- A Bachelor's Degree or higher with major work in sanitary engineering or a related field with several years of extensive responsible professional experience in the operation of a wastewater treatment facility preferred. Any combination of education, training and experience which provides the required knowledge, skill and ability may be considered.
  - A Class IV Wastewater Works Operator's Certificate issued by the Ohio Environmental Protection Agency is required
  - A valid Ohio Driver's License without restrictions and is free from any requirement of High Risk Liability Insurance is required.
  - Passing of a Background Check, Physical Examination and Drug & Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, July 17, 2017 at 8:00 am  
Application Closing Date/Time: Friday, July 28, 2017 at 1:00 pm  
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3<sup>rd</sup> 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.**

A handwritten signature in black ink that reads "Janell O'Neil".

Janell O'Neil, Affirmative Action Officer  
City of Marion

### Attachment

cc: Committee Members	Director of Public Works	Auditor	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor	HRC - Mayes	Engineering	Municipal Court	Transit
Director of Public Safety	City Hall – 3 Floors	Fire Dept – 3	Parks	Utility Billing
Director of Public Service	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:** WATER POLLUTION CONTROL SUPERINTENDENT  
**Department:** WATER POLLUTION CONTROL  
**Reports To:** SERVICE DIRECTOR  
**FLSA Status:** EXEMPT  
**Prepared By:** H.R.  
**Prepared Date:** 7-10-08  
**Approved By:**  
**Approved Date:**

**SUMMARY:** Responsible to the Service Director for successful, safe, and efficient management of the Water Pollution Control Division consistent with the Ohio Environmental Protection Agency requirements. Performs independently, within a broad policy framework, overseeing the wastewater treatment facility and repair and maintenance of the collection systems.

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

- Establishes policies, procedures and methods for the operation and maintenance of the wastewater treatment plant and connecting storm and sanitary collection system; trains supervisors and foremen, assigns work and sets work standards.
- Directs and coordinates activities of workers engaged in installation, maintenance, repair, expansion, and relocation of storm and sanitary treatment facilities.
- Analyzes trends, such as population and industrial growth of area being served to determine adequacy of current facilities and to project community demands for future facilities; develops plans and estimates cost to meet and serve expanding community needs such as increasing capacity of storage and treatment facilities; plans methods and sequence of operations to facilitate additions, deletions and modifications to the system, works with consultants and engineers in the design, implementation and maintenance of new or expanded facilities or processes.
- Schedules and performs regular inspections of projects, equipment and facilities; reviews and analyzes laboratory and plant reports; directs adjustment of methods to improve efficiency; initiates and supervises appropriate action on industrial waste problems.
- Compiles data and originates reports necessary for annual sewer rate adjustments; originates and submits annual operating and capital budgets; participates in the discussions with City Council for approval.
- Confers with engineering and technical personnel and personnel of other utilities to coordinate departmental activities.

**SUPERVISORY RESPONSIBILITIES:** Manages a Division with four subordinate supervisors who supervise a total of 30-40 employees in the WPC Division. Is responsible for the overall direction, coordination, and evaluation of the units. Directly supervises one non-supervisory employee. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, training, planning, assigning, directing work, appraising performance, rewarding and disciplining employees, addressing complaints, and resolving problems.

**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:** Bachelor's degree (B.A.) or higher with major work in sanitary engineering or a related field and several years of extensive responsible professional experience in the operation of a modern wastewater treatment facility preferred. Any combination of education, training, and experience which provides the required knowledge, skill and ability may be considered.

**Language Skills:** Ability to read, analyze, and interpret the most complex documents including technical procedures and governmental regulations; speak clearly and respond effectively to the most sensitive inquiries or complaints; write speeches and articles; make effective and persuasive presentations on controversial or complex topics to supervisors, officials City Council and the public.

**Mathematical Skills:** Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

**Reasoning Ability:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems; deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases; deal with a variety of abstract and concrete variables.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of and good skill in the use of the Internet, Accounting, Database, Project Management, Spreadsheet, and Word software.

**Certificates, Licenses, Registrations:** Class IV Wastewater Works Operator's Certificate issued by the Ohio Environmental Protection Agency. Valid State of Ohio Driver's License.

**Other Knowledge, Skills and Abilities:** Comprehensive knowledge of modern methods/principles of wastewater treatment. Thorough knowledge of theories, practices, equipment and materials used in the chemical and biological treatment of waste; mechanical and hydraulic engineering principles used in treatment processes; methods/principles of modern management and supervision. Considerable knowledge of the rules, regulations and laws governing wastewater treatment. Ability to plan, layout and oversee a wide variety of technical, operational and maintenance programs; drive to field sites and traverse various terrains on foot; inspect all areas of the facility and work locations, climbing stairs and ladders; establish and maintain cooperative, working relationships with employees, peers, supervisors, city officials, contractors, and the public.

**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.

The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear; frequently required to stand; walk and sit; occasionally required to climb or balance; stoop, kneel, crouch, crawl, taste or smell; lift and/or move up to 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.

The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The noise level is usually moderate to loud.