



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

September 3, 2019

TO WHOM IT MAY CONCERN: The City of Marion has an immediate need to hire a person for the following position at the **Water Pollution Control Department**.

Wastewater Control Specialist I - This is a full-time non-exempt position with a starting pay rate of \$19.52 per hour. Job Description is attached.

Note: - Good knowledge of physical and biological sciences pertaining to water quality and wastewater treatment; some knowledge of hydraulics, quantitative and qualitative analytical techniques in laboratory procedures; ability to efficiently and competently perform such procedures. Ability to: perform technical work, keep accurate records, express ideas clearly, orally and in writing.

- Bachelor's or Associates Degree with specialization in physical and biological sciences or a technical program in environmental science with one to two years related experience and/or training preferred; any combination of education and experience that provides the required knowledge, skill and ability may be considered. Previous Waste Water Treatment / Laboratory Analysis / or Storm Water Coordinator experience preferred.
- Must obtain a Class I Wastewater Works Operator's Certificate from the Ohio EPA or a Class I Wastewater Analyst Certification within two years of hire date.
- Must have valid Ohio Driver's License free from any requirement of High-Risk Liability Insurance.
- Occasionally required to lift and/or move up to 50 pounds.
- 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: Thursday, September 5, 2019 at 8:00 am
 Application Closing Date/Time: Thursday, September 19, 2019 at 4:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 - OR - download from www.marionohio.us/employment

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

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members	Public Works Director Bischoff	Auditor	IT	Probation
Support Data List (AA)	HRAA - O'Connor	Council	Law Director	Senior Center
Mayor Schertzer	HRC - Mayes	Engineering	Municipal Court	Transit
Safety Director Robbins	City Hall - 3 Floors	Fire Dept - 3	Parks	Utility Billing
Service Director Caryer	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: WASTEWATER CONTROL SPECIALIST I
Department: WATER POLLUTION CONTROL
Reports To: WATER POLLUTION CONTROL SUPERINTENDENT
FLSA Status: Non-Exempt Grade 23
Prepared By: H. R.
Prepared Date: 6-12-08
Approved By:
Approved Date:

SUMMARY: Responsible for assisting with and performing technical operations, including pretreatment program, laboratory analysis, system monitoring and the sewer treatment plant, under the direction of the Wastewater Control Specialist II, Bacteriologist/Chemist or the WPC Superintendent.

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

- Inspects sites where discharges enter waters and investigates complaints concerning water pollution problems; inspects wastewater treatment facilities at sites such as mobile home parks, industrial plants, and other sources of pollution; informs owner when unacceptable or questionable conditions are present and recommends corrective action.
- Conducts field surveys and collects water, soil, or sediment samples for analysis at laboratory; performs quality control tests such as suspended solids, biological oxygen demand, total organic carbon, phosphate and ammonia, metals analysis; operates such equipment as analytical balance, dissolved oxygen analyzer, membrane filters, microscope, total organic carbon analyzer, atomic absorption spectrophotometer.
- Assists with studies relative to industrial waste, stream pollution, plant operation problems; determines the potential for use of new chemicals and processes; works with industrial users on monitoring requirements and pretreatment programs.
- Advises property owners, facility managers, and equipment operators concerning pollution control regulations.
- Performs investigations to determine industrial waste surcharges; compiles information for pollution control discharge permits.
- Monitors hydraulic flow activity in the collection system.
- Responsible for Storm Water requirements.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities, but may direct employees assigned to assist on jobs.

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 or Associates Degree with specialization in physical and biological sciences or a technical program in environmental science with one to two years related experience and/or training preferred; any combination of education and experience that provides the required knowledge, skill and ability may be considered. Previous Waste Water Treatment / Laboratory Analysis / or Storm Water Coordinator experience preferred.

Language Skills: Ability to: read, analyze, and interpret professional journals, technical procedures, or governmental regulations; write reports; effectively present information and respond to questions from supervisors, officials, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: Should have knowledge of WPC Database software; Project Management, Spreadsheet, and Microsoft Office software.

Certificates, Licenses, Registrations: Valid Ohio Driver's License. Must obtain a Class I Wastewater Works Operator's Certificate from the Ohio Environmental Protection Agency or a Class I Wastewater Analyst Certification within two years of hire date.

Other Knowledge, Skills, and Abilities: Good knowledge of physical and biological sciences pertaining to water quality and wastewater treatment; some knowledge of hydraulics, quantitative and qualitative analytical techniques in laboratory procedures; ability to efficiently and competently perform such procedures. Ability to: perform technical work, keep accurate records, express ideas clearly, orally and in writing; maintain effective working relationships with fellow employees, supervisors, 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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear and taste or smell; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; occasionally lift and/or move up to 50 pounds. Specific vision abilities required 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: frequently exposed to wet and/or humid conditions; moving mechanical parts; toxic or caustic chemicals and outside weather conditions; occasionally exposed to high, precarious places; fumes or airborne particles, risk of electrical shock; risk of radiation and vibration. The noise level is usually moderate to loud.