



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

July 30, 2021

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**.

Assistant Water Pollution Control Superintendent - This is a full-time, exempt position with an annual salary ranging from \$43,000 - \$68,926 based upon experience. A job description is attached.

- Note:** - An Associate's or Bachelor's Degree with a minimum of three (3) years working experience in the field of wastewater treatment or related waste disposal activities preferred. Any equivalent combination of education, training and experience which provides the required knowledge, skill and ability may be considered.
- A Class III Wastewater Works Operators Certificate issued by the Ohio Environmental Protection Agency is preferred (or must be obtained within 18 months of hire date).
 - Must have a valid Ohio Driver's License without restrictions and is free from any requirement of High-Risk Liability Insurance.
 - 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: Monday, August 2, 2021, 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

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	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	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: ASSISTANT WATER POLLUTION CONTROL SUPERINTENDENT
Department: WPC
Reports To: Water Pollution Control Superintendent
FLSA Status: Exempt Non-Bargaining 28-E

SUMMARY: Responsible to the Water Pollution Control Superintendent to assist in the direction of the operations of the Wastewater Treatment Facility and Collection System. Plans, directs, and coordinates activities of workers engaged in the operation and maintenance of the Water Pollution Control Plant to ensure continuous, efficient, and safe operations. Works independently within a broad policy framework established by the Superintendent.

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

- Schedules, supervises, and coordinates activities and personnel in the processing and distributing of wastewater; assigns personnel to shifts on a 24 hour 7 days per week basis to operate filtering and chemical treatment, coagulating and settling basins and other facilities; oversees the use of various safety devices, such as: SCBA respirators, tripods, harnesses, gas monitoring, traffic barricades, etc.
- Predetermines action to be taken in event of emergencies, such as: machine equipment or power failure; prepares and implements plans for same.
- Prepares plans/specifications for new equipment or modification of existing equipment to provide increased operational capacity or efficiency; reviews and evaluates reports, records, and graphs to confirm adequacy of present and projected needs; writes various bid specifications to comply with local and state requirements for the procurement of equipment, materials/services.
- Oversees industrial pre-treatment program; reviews waste discharges and determines their acceptability in conjunction with plant capacities and local, state, and federal guidelines; Prepares reports concerned with chemical and bacteriological analyses of treated water for administrative purposes and governmental agencies; assures that monthly EPA operating reports are submitted accurately and timely.
- Works with consultants and engineers in the design, implementation, installation, and maintenance of new treatment processes and/or equipment; helps organize and schedule large installation and maintenance projects to minimize effect on operations; develops good rapport with contractors; maintains control of projects.
- Diagnoses and resolves plant operating, maintenance, and water pollution control problems; formulates and/or revises policies, procedures, and methods relative to the operation and maintenance of the Plant and collection system; conducts employee training on new or revised plans.
- Reviews accident reports and investigates accidents to determine whether any dangerous conditions exist that need correction; follows up as needed.

- Manages sludge land application program and/or disposal; assists in preparing bid specs and follows up to assure compliance with contracts.
- Prepares budget estimates regarding anticipated material, equipment, and personnel needs; operates and updates the computer system as necessary; carries out various projects as required by the Superintendent.

SUPERVISORY RESPONSIBILITIES: In absence of Superintendent, oversees subordinate supervisors who supervise a total of twenty plus employees in the WPC division. Is responsible for the operations and staffing of the plant operations. Also, directly supervises three non-supervisory employees. 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.

REQUIREMENTS: 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.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to speak clearly and effectively, present information and respond to questions from supervisors, officials, contractors, employees, and the public. Establish and maintain cooperative, harmonious working relationships with employees, peers, supervisors, city officials, and the public.

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

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.), deal with a variety of abstract and concrete variables.

Computer Skills: Should have knowledge of and skill in the use of the internet, WPC Database, Project Management, Spreadsheet and Word software.

Education and/or Experience: Bachelor's Degree (B.A.) from a four-year college or university with specialization in physical or biological sciences or Associate's Degree (A.A.) in a specific technical program of Water Pollution Control and a minimum of three (3) years working experience in the field of wastewater treatment or related waste disposal activities preferred. Any equivalent combination of education and experience which provides the required knowledge, skill and ability may be considered.

Certificates, Licenses, Registrations: Valid Ohio Driver's License. Class III Wastewater Operator's Certificate as issued by the Ohio Environmental Protection Agency or the ability to obtain within eighteen months.

Other Skills and Abilities: Comprehensive knowledge of modern methods/principles of wastewater treatment; thorough knowledge of: theories, practices, equipment, and materials used in 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 safety practices associated with wastewater treatment; 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 facilities and work locations, climbing stairs and ladders.

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 and walk; occasionally required to sit; climb or balance and stoop, kneel, crouch, or crawl and lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, 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 regularly exposed to moving mechanical parts; high, precarious places; fumes or airborne particles and outside weather conditions; occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate to loud.