



Affirmative Action Committee
Marion City Hall
233 West Center Street
Marion, Ohio 43302

August 18, 2022

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**.

Maintenance Supervisor - It is a full-time, non-exempt position with a starting pay rate of \$22.71 per hour. Highlighted duties of the hiring requirements for this position are listed below with a full job description attached.

- Note:** - Associate degree (A.A.) or equivalent from two-year college or technical school or extensive experience in mechanical work involving plumbing and mechanical installations including six months to one-year experience in the maintenance of wastewater treatment plants, plus some experience in a supervisory capacity; or an equivalent combination of experience and training which provide the required knowledge, skills and abilities may be considered.
- 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: Friday, August 19, 2022 at 8:00 am Application Deadline Extended
 Application Closing Date/Time: ~~Thursday, September 1, 2022 at 4:00 pm~~ Friday, September 23, 2022
 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

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|------------------------|-----------------------|---------------|-----------------|-----------------|
| cc: Committee Members | Public Works Director | Auditor | IT | Probation |
| Support Data List (AA) | HRAA - O’Connor | Council | Law Director | Senior Center |
| Mayor | 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

Job Description

Job Title: MAINTENANCE SUPERVISOR
Department: WWTP
Reports To: Water Pollution Control Superintendent
FLSA Status: Non-exempt USWA Grade 26
Prepared By: H R Adm
Prepared Date: 08-25-22
Approved By: Marion City Council, ORD 2022-079
Approved Date: September 12, 2022

Summary: Manages, supervises, and coordinates activities of workers engaged in repair and maintenance of the Wastewater Treatment Plant. Exercises considerable independent judgment with general oversight from the Superintendent.

Essential Duties and Responsibilities include the following and other duties as assigned.

- Plans, organizes, and supervises the work of Maintenance Mechanics, Electricians, and Laborers assigned to repair and maintain pumps, pipelines, compressors, gear reducers, chlorine equipment, clarifier drives, various electrical equipment, and related plant equipment.
- Supervises the repair and maintenance of all lift stations; supervises the maintenance of all plant grounds, buildings, and related facilities.
- Counsels, advises, and trains employees on equipment changes or modifications.
- Inspects plant facilities periodically for assurance of proper functioning.
- Prepares and submits reports regarding operations, maintenance problems and repair activities; participates in staff meetings.
- Maintains records of costs, repairs, and lubrication of equipment.
- Trains and instructs employees on proper performance of maintenance and repair operations, proper equipment and tool usage, and proper safety practices.

Supervisory Responsibilities

Directly supervises up to 20 employees in Plant Maintenance. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work; appraising performance; 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

Extensive experience in mechanical work involving plumbing and mechanical installations including six months to one year experience in the maintenance of wastewater treatment plants plus some experience in a supervisory capacity; or an equivalent combination of experience and training which provide the required knowledge, skills and abilities may be considered.

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 effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Ability to communicate with vendors to obtain and procure supplies and/or equipment parts.

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

Computer Skills

To perform this job successfully, an individual should have knowledge in basic computer software, Microsoft Office, PLC equipment, and Basic understanding of operating a SCADA system.

Certificates, Licenses, Registrations

Valid, unrestricted, Ohio Driver's License. A Wastewater Treatment Professional Operator Certification is preferred.

Other Skills and Abilities

Thorough knowledge of the principles, techniques, methods, materials, and equipment utilized in wastewater treatment operation and maintenance activities;

Thorough knowledge of principles and techniques of supervision and employee relations.

Considerable knowledge of the safety practices associated with wastewater treatment plant operations.

Ability to layout work, direct and supervise employees in a manner conducive to full performance.

Ability to develop sketches and drawings of proposed work and to effectively communicate with others.

Ability to establish and maintain effective working relationships with other employees 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.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 50 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.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration. The employee is occasionally exposed to high, precarious places and outside weather conditions. The noise level in the work environment is usually loud.