



City of  
**Marion**  
Ohio

**Affirmative Action Committee**

Marion City Hall  
233 West Center Street  
Marion, Ohio 43302

July 16, 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**.

**Wastewater Treatment Plant Operator Trainee** - It is a full-time position working the night shift with a starting pay rate of \$17.87 per hour. A job description is attached.

- Note:**
- The Trainee will learn to operate the equipment in the Wastewater Treatment Plant. Trainee has two years from date of appointment to obtain a Class I Wastewater Works Operator's Certificate.
  - Must have good math skills, ability to work alone, and have willingness to learn wastewater processes.
  - Required to have a valid Ohio Driver's License with no driving restrictions and must be free of any requirement for High-Risk Liability Insurance. Must be willing to obtain a Class B CDL.
  - 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, July 19, 2021 at 8:00 am  
 Application Closing Date/Time: Friday, August 6, 2021 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.**

Janell O'Neil  
City of Marion

Attachment

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**

**CITY OF MARION, OHIO  
WATER POLLUTION CONTROL DIVISION  
JOB DESCRIPTION**

**Job Title:** Wastewater Treatment Plant Operator Trainee  
**Department:** Water Pollution Control  
**Reports To:** Plant Superintendent  
**FLSA Status:** Nonexempt - AFSCME Grade 20  
**Prepared By:** Human Resources  
**Prepared Date:** 02/11/08

**SUMMARY:** Under the immediate supervision of a Plant Operator, is responsible for learning to operate the equipment in the wastewater treatment plant. This is a learning or apprenticeship position both assisting and learning from a Plant Operator. Incumbents have two years from date of appointment to obtain a Class I Wastewater Works Operator's Certificate.

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

- Under direction, will assist and learn to operate pumps, motors and other equipment in a wastewater treatment plant; may also assist a mechanic or experienced operator repairing equipment; lubricates and cleans equipment.
- Learns to interpret the significance of readings recorded from gauges and meters that register flow, temperature, pressure, weights and levels of chemicals; and learns to take appropriate action to correct any imbalance or other operating problem.
- Learns to regulate the flow of wastewater and sludge.
- Collects samples of wastewater at various stages of the treatment process and delivers samples to laboratory.
- Notifies supervisor when problems arise which the worker is untrained for and/or is unable to resolve.
- May be assigned minor building and grounds maintenance tasks such as: painting equipment, shoveling snow, cutting grass, washing windows, cleaning washrooms, loading and unloading trucks, and storing supplies.

**SUPERVISORY RESPONSIBILITIES:** This job has no supervisory responsibilities.

**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:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and

correspondence. Ability to speak and communicate effectively with supervisors, co-workers and others.

**Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:** Must have familiarity with operation of computers including windows operating systems.

**Certificates, Licenses, Registrations:** The probationary period for this position will be for a maximum of two years and terminate upon the incumbent obtaining a Class I Wastewater Works Operator's Certificate from the Ohio EPA. Valid, unrestricted, State of Ohio Drivers License required. Class B or higher Commercial Driver's License preferred.

**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 frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 25 pounds; frequently lift and/or move up to 50 pounds; and occasionally 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.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The employee is occasionally exposed to high, precarious places and fumes or airborne particles. The noise level in the work environment is usually moderate to loud depending upon location in the treatment plant.