

CITY OF NORWALK

PHONES

Area Code
419

Mayor	663-6700
Director of Finance	663-6710
Safety/Service Director	663-6700
City Law Director	663-6723
Income Tax Department	663-6720
Utility Billing Office (Billing: Parking Citations, Water & Sewer)	663-6740

FAX 663-6788

38 WHITTLESEY AVENUE
P.O. BOX 30
NORWALK, OH 44857

Water Treatment Plant Operator-in-Training Position

This packet contains an application for the position of Water Treatment Plant Operator-in-Training for the City of Norwalk, as well as information concerning the position and testing date. Please read the information carefully.

The City of Norwalk will accept applications beginning January 14, 2016 for the full-time position of Water Treatment Plant Operator-In-Training. This position requires a detail-oriented self-starter willing, after training, to take full responsibility for all aspects of plant operations. The Plant operates 24 hours a day, 365 days a year. Shift assignments rotate on a weekly basis and operators are required to work most weekends and holidays. An Ohio EPA water license is preferred but not required. Must have the ability to perform manual labor and be willing to work in adverse weather conditions. Being familiar with computers and mechanically-inclined considered a plus.

Qualifications for this position are completion of secondary education or equivalent. Applicant must obtain and maintain an OEPA laboratory certificate of approval for City laboratory. Must possess a State of Ohio motor vehicle operator's license, plus must remain insurable under the City's vehicle insurance policy.

Deadline for returning the application is February 16, 2016. An examination fee of \$20 must be included with the application, payable to the "City of Norwalk". Any application who returns the application without the \$20 fee will not be eligible to participate in the testing process. By returning the application with the fee you are registered to take the examination. If more than 100 applicants apply, only the first 100 applicants will be tested. You will be notified before the test **ONLY** if your application was not one of the first 100 received.

Examination a Civil Service General Aptitude examination will be held on Saturday, February 20, 2016 in the Norwalk Police Department Training Room, 37 N. Linwood Avenue, Norwalk at 12:00 p.m. You must bring a valid photo ID to be admitted to the examination. Applicants arriving late will forfeit their right to take the examination.

You will be notified by mail of the results of the written examination. A passing score of 70% or higher is required to continue in the hiring process.

The City of Norwalk appreciates your interest in our Water Treatment Plant. If you have any questions, please contact Civil Service Clerk, Lisa Hivnor at (419) 663-6700. The City of Norwalk is an equal opportunity employer.



APPLICATION FOR EMPLOYMENT CITY OF NORWALK, OHIO

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, or any other legally protected status.

(Please Print)

Position Applied For: _____

Date of Application: _____

Last Name _____

First Name _____

Middle Name _____

Address _____

Street _____

City & State _____

Zip Code _____

Telephone Number(s) _____

Best time to contact you at home is: _____

If you are under 18 years of age, can you provide required proof of your eligibility to work? _____

Yes

No

Have you ever filed an application with us before? _____

If yes, give date _____

Yes

No

Do any of your friends or relatives, other than spouse, work here? _____

If yes, state name, relationship, and department _____

Yes

No

Are you currently employed? _____

Yes

No

May we contact your present employer? _____

Yes

No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment. _____

Yes

No

Have you ever been convicted of any crime other than a minor misdemeanor? _____

If yes, state the approximate date and location of the court of each conviction: _____

Yes

No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name & Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone Number				
Starting/Present Job Title		Hourly Rate/Salary		
Supervisor		Starting	Final	
Reason for Leaving				

Comments: Include explanation of any gaps in employment.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

ADDITIONAL INFORMATION

Other Qualifications Summarize special job-related skills and qualifications acquired from employment or other experience.

SPECIALIZED SKILLS

List skills/equipment operated

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members.*

Name	Phone Number	Best Time to Call	Occupation
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize the City of Norwalk to inquire into and obtain records concerning my past and current employment, personal references, education, credit, criminal or civil actions and any leads developed regarding suitability for employment. This release is executed with the full knowledge and understanding that this information is for the use by the City of Norwalk as part of an official background or criminal investigation and that any information obtained may be released to third parties as may be necessary in fulfilling employment or legal responsibilities.

I hold this consent as exonerating from all liability, both criminal and civil, the City of Norwalk and anyone contact by the City of Norwalk to provide the above described records from any and all liability for damages of any kind which may at any time result to me, my heirs, family, or associates because of compliance with this authorization or any attempt to comply with it.

Date: _____

Signature: _____

(optional) SSN: _____

I certify that on _____ I witnessed the above signature.

Witness: _____

Print Form

CITY OF NORWALK
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title:	WATER TREATMENT PLANT OPERATOR IN TRAINING		
Classification Specification:	50103 Operator in Training		
Office/Division:	Water & Wastewater Treatment	Employment Status:	Full-Time
Reports To:	Chief Operator - Water	Civil Service Status:	Classified
		FLSA Status:	Non-Exempt

QUALIFICATIONS

1. completion of secondary education or equivalent

LICENSURE OR CERTIFICATION REQUIREMENTS

Must obtain and maintain an OEPA laboratory certificate of approval for City laboratory.

Must possess a State of Ohio motor vehicle operator's license, plus must remain insurable under the City's vehicle insurance policy.

Failure to obtain and maintain licensure requirements may result in a removal from the position.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment)

Knowledge of:

1. basic operating procedures of water treatment plants*
2. equipment utilized in treatment operations*
3. regulatory standards governing treatment process*
4. safety practices and procedures

Ability to:

1. collect, analyze, input and interpret data
2. follow oral and written instructions
3. develop and maintain effective working relationships with associates

ESSENTIAL FUNCTIONS OF THE POSITION For purposes of 42 USC 12101:

1. Assists water treatment plant operators with inspection of facility; takes and records equipment readings; operates pumps, motors, metering and chlorinating equipment; backwashes filters; assists with and observes proper method to ensure levels of above ground storage tanks and plant clearwells are maintained.
2. Checks SCADA.
3. Assists with and observes collection and routine testing of water samples.
4. Performs maintenance on equipment and facility.
5. Prepares and submits daily records of plant operations.
6. Provides assistance to maintenance mechanics involved in mechanical and electrical repairs to equipment.
7. Assists with and observes proper method of recording documenting operational data.
8. Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

1. Performs other duties as assigned.

Position Title: WATER TREATMENT PLANT OPERATOR IN TRAINING

EQUIPMENT OPERATED

1. motorized vehicles
2. hand and power tools
3. standard business office equipment
4. process control equipment
5. lab equipment

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

1. floor and wall openings, platforms, and runways
2. fixed industrial stairs
3. portable ladders
4. scaffolding
5. noisy operations or activities
6. compressed gases (including acetylene)
7. flammable and combustible liquids
8. personal protective equipment (head, eye, face)
9. portable fire extinguishers
10. electrical wiring and components
11. the handling of materials and supplies
12. hand operated power truck
13. woodworking equipment and abrasive wheels
14. hand and portable powered tools
15. air contaminants
16. welding and cutting (oxygen fuel, gas and arc)
17. construction type equipment
18. machines and equipment which could accidentally become energized during servicing and maintenance
19. hazardous chemicals
20. confined spaces
21. exposure to chemicals found in an office environment
22. occasional exposure to hot, cold, wet, humid, and windy weather conditions
23. occasional exposure to dust, dirt, odors, and sewage
24. works rotating shifts

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

** Next step
after Operator - N -
training completion **

CITY OF NORWALK
An Equal Opportunity Employer
POSITION DESCRIPTION

Position Title: WATER TREATMENT PLANT OPERATOR
Classification Specification: 50104 Treatment Plant Operator

Office/Division:	Water & Wastewater Treatment	Employment Status:	Full-Time
Reports To:	Chief Operator - Water	Civil Service Status:	Classified
		FLSA Status:	Non-Exempt

QUALIFICATIONS

1. completion of secondary education or equivalent
2. one (1) year of experience in water treatment plant operations experience or equivalent

LICENSURE OR CERTIFICATION REQUIREMENTS

Must obtain and maintain a Class III OEPA Water Supply Operator's license within seven (7) years of appointment

Must obtain and maintain an OEPA laboratory certificate of approval for City laboratory.

Must possess a State of Ohio motor vehicle operator's license, plus must remain insurable under the City's vehicle insurance policy.

Failure to obtain and maintain licensure requirements may result in a removal from the position.

MINIMUM ACCEPTABLE CHARACTERISTICS (* Indicates developed after employment)

Knowledge of:

1. operating procedures of water treatment plants
2. equipment utilized in treatment operations
3. regulatory standards governing treatment process
4. safety practices and procedures
5. basic mechanical maintenance procedures

Ability to:

1. collect, analyze, input and interpret data
2. follow oral and written instructions
3. prepare accurate documentation
4. utilize hand tools
5. identify existing or potential equipment malfunctions
6. perform laborer tasks for extended periods of time
7. develop and maintain working relationships with associates
8. safety operate light motorized equipment

ESSENTIAL FUNCTIONS OF THE POSITION For purposes of 42 USC 12101:

1. Inspects facility on scheduled basis to ensure proper operation of plant and equipment and to ensure desired water quality is maintained or achieved, takes and records equipment readings, operates pumps, motors, metering and chlorinating equipment, adjusts chemical feed flows to ensure adherence to prescribed formulas, backwashes filters, ensures proper levels of above ground storage tanks and plant clearwells are maintained and adjust pumps to maintain or achieve proper levels.
2. Collects samples and performs routine analysis.

Position Title: WATER TREATMENT PLANT OPERATOR

3. Checks SCADA.
4. Performs maintenance on equipment and buildings.
5. Provides assistance to maintenance mechanics involved in mechanical and electrical repairs to equipment.
6. Prepares and submits daily records of plant operations.
7. Demonstrates regular and predictable attendance.
8. Maintains required licensure and certification.

OTHER DUTIES AND RESPONSIBILITIES

1. Assists maintenance mechanics with skilled mechanical and electrical work involved with the maintenance, repair, and installation of equipment.
2. Reads publications, attends conferences and seminars to keep abreast of changes in the field as directed.
3. Performs other duties as assigned.

EQUIPMENT OPERATED

- | | |
|---------------------------------------|------------------------------|
| 1. motorized vehicles | 4. process control equipment |
| 2. hand and power tools | 5. lab equipment |
| 3. standard business office equipment | |

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS

1. floor and wall openings, platforms, and runways
2. fixed industrial stairs
3. portable ladders
4. scaffolding
5. noisy operations or activities
6. compressed gases (including acetylene)
7. flammable and combustible liquids
8. personal protective equipment (head, eye, face)
9. portable fire extinguishers
10. electrical wiring and components
11. the handling of materials and supplies
12. hand operated power truck
13. woodworking equipment and abrasive wheels
14. hand and portable powered tools
15. air contaminants
16. welding and cutting (oxygen fuel, gas and arc)
17. construction type equipment
18. machines and equipment which could accidentally become energized during servicing and maintenance
19. hazardous chemicals
20. confined spaces
21. exposure to chemicals found in an office environment
22. occasional exposure to hot, cold, wet, humid, and windy weather conditions
23. occasional exposure to dust, dirt, odors, and sewage
24. works rotating shifts

Position Title: WATER TREATMENT PLANT OPERATOR

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.