

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 | 663-6740 |
| (Billing: Parking Citations, Water & Sewer) | |
| 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 September 4, 2018 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 September 28, 2018. 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.

Examination a Civil Service General Aptitude examination will be held on **Tuesday, October 2, 2018** in the Norwalk Police Department Training Room, 37 N. Linwood Avenue, Norwalk at **6:00 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?

Yes

No

If yes, give date _____

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

Yes

No

If yes, state name, relationship, and department _____

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?

Yes

No

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

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.

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 will result in 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.

| | | |
|-----------------------|-----------------|-----------------|
| Work Session: _____ | Tabled: _____ | Deferred: _____ |
| First Reading: _____ | Referred: _____ | Adopted: _____ |
| Second Reading: _____ | | Dejected: _____ |

**CITY OF NORWALK, OHIO
ORDINANCE NO. 2015-055**

COPY
///

AN ORDINANCE TO SET THE COMPENSATION FOR NON-MANAGEMENT EMPLOYEES OF THE CITY OF NORWALK FOR THE CALENDAR YEARS 2016, 2017 AND 2018 AND REPEALING ALL PRIOR PAY ORDINANCES AND AMENDMENTS THERETO

Being duly authorized by the Charter of the City of Norwalk, the **Mayor** of the City of Norwalk does hereby respectfully propose the following legislation:

WHEREAS, Ordinance 2012-049, as amended, and Ordinance 2013-056 set the compensation for non-management employees of the City of Norwalk through 2015; and

WHEREAS, the compensation schedules contained in Ordinance 2012-049, as amended, and Ordinance 2013-056 will expire on December 31, 2015; and

WHEREAS, it is necessary to provide for the continued compensation of non-management employees of the City for the years 2016, 2017 and 2018; and

THEREFORE BE IT ORDAINED, by the Council of the City of Norwalk, Huron County, Ohio, to wit:

Section 1: That the compensation for Account Clerk, Account Specialist, Utility Billing Specialist, and Legal Secretary is hereby set as follows:

| <u>Class</u> | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|--------------|-----------------------|-----------------------|-----------------------|
| 1 | 1,506 | 1,536 | 1,582 |
| 2 | 1,469 | 1,498 | 1,543 |
| 3 | 1,437 | 1,466 | 1,510 |
| 4 | 1,358 | 1,385 | 1,426 |
| 5 | 1,279 | 1,305 | 1,344 |
| 6 | 1,205 | 1,229 | 1,266 |

Section 2: That the compensation for Laborer, Operator-in-Training, Sanitation Laborer, and Custodial Worker is hereby set as follows:

| <u>Class</u> | <u>Hourly 2016</u> | <u>Hourly 2017</u> | <u>Hourly 2018</u> |
|--------------|--------------------|--------------------|--------------------|
| 1 | 21.94 | 22.38 | 23.05 |
| 2 | 21.33 | 21.75 | 22.41 |
| 3 | 20.52 | 20.93 | 21.56 |
| 4 | 19.78 | 20.17 | 20.78 |
| 5 | 18.44 | 18.81 | 19.37 |
| 6 | 16.13 | 16.45 | 16.94 |
| 7 | 14.48 | 14.77 | 15.22 |
| 8 | 12.37 | 12.62 | 13.00 |
| 9 | 10.69 | 10.90 | 11.23 |
| 10 | 9.76 | 9.96 | 10.26 |

Section 3: That the compensation for City Electrician is hereby set as follows:

| <u>Class</u> | <u>Hourly 2016</u> | <u>Hourly 2017</u> | <u>Hourly 2018</u> |
|--------------|--------------------|--------------------|--------------------|
| 1 | 25.12 | 25.63 | 26.39 |
| 2 | 21.33 | 21.75 | 22.41 |
| 3 | 20.52 | 20.93 | 21.56 |
| 4 | 19.78 | 20.17 | 20.78 |
| 5 | 18.44 | 18.81 | 19.37 |

Section 4: That the compensation for Equipment Operator 1, Equipment Operator 2 and Mechanic is hereby set as follows:

| <u>Class</u> | <u>Hourly 2016</u> | <u>Hourly 2017</u> | <u>Hourly 2018</u> |
|--------------|--------------------|--------------------|--------------------|
| 1 | 25.12 | 25.63 | 26.39 |
| 2 | 24.04 | 24.52 | 25.26 |
| 3 | 23.31 | 23.77 | 24.49 |
| 4 | 22.49 | 22.94 | 23.63 |
| 5 | 21.74 | 22.17 | 22.84 |
| 6 | 21.33 | 21.75 | 22.41 |
| 7 | 20.52 | 20.93 | 21.56 |

Section 5: That the compensation for Water Meter Reader is hereby set as follows:

| <u>Class</u> | <u>Hourly 2016</u> | <u>Hourly 2017</u> | <u>Hourly 2018</u> |
|--------------|--------------------|--------------------|--------------------|
| 1 | 21.94 | 22.38 | 23.05 |
| 2 | 21.36 | 21.79 | 22.44 |
| 3 | 20.82 | 21.23 | 21.87 |
| 4 | 20.48 | 20.89 | 21.52 |
| 5 | 19.58 | 19.98 | 20.57 |

Section 6 That the compensation for Water Treatment Plant Operator, Wastewater Treatment Plant Operator, and Maintenance Mechanic is hereby set as follows:

| <u>OEPA Treatment Certification</u> | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|-------------------------------------|-----------------------|-----------------------|-----------------------|
| Operator 3 with Dual 3 | 2,068 | 2,109 | 2,172 |
| Operator 3 with Alt Lic | 2,052 | 2,093 | 2,156 |
| Operator with Class 3 | 2,037 | 2,078 | 2,140 |
| Operator 2 with Alt Lic | 2,018 | 2,058 | 2,120 |
| Operator with Class 2 | 1,998 | 2,038 | 2,099 |
| Operator 1 with Alt Lic | 1,964 | 2,003 | 2,063 |
| Operator with Class 1 | 1,930 | 1,968 | 2,027 |
| Operator with Alt Lic | 1,896 | 1,934 | 1,992 |
| Operator | 1,864 | 1,901 | 1,958 |

Section 7: That the compensation for Laboratory Technician is hereby set as follows:

| <u>OEPA Treatment Certification</u> | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|-------------------------------------|-----------------------|-----------------------|-----------------------|
| Lab Tech 3 with Dual 3 | 2,139 | 2,182 | 2,247 |
| Lab Tech 3 with Alt Lic | 2,130 | 2,172 | 2,238 |
| Lab Tech with Class 3 | 2,120 | 2,162 | 2,227 |
| Lab Tech 2 with Alt Lic | 2,099 | 2,141 | 2,205 |
| Lab Tech with Class 2 | 2,078 | 2,119 | 2,183 |
| Lab Tech 1 with Alt Lic | 2,043 | 2,084 | 2,146 |
| Lab Tech with Class 1 | 2,008 | 2,049 | 2,110 |
| Laboratory Technician | 1,937 | 1,976 | 2,035 |

Section 8: That the compensation for Chief Water Operator and Chief Wastewater Operator is hereby set as follows:

| <u>OEPA Treatment Certification</u> | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|-------------------------------------|-----------------------|-----------------------|-----------------------|
| Chief Op 3 with Dual 3 | 2,139 | 2,182 | 2,247 |
| Chief Op 3 with Alt Lic | 2,130 | 2,172 | 2,238 |
| Chief Op with Class 3 | 2,120 | 2,162 | 2,227 |
| Chief Op 2 with Alt Lic | 2,099 | 2,141 | 2,205 |
| Chief Op with Class 2 | 2,078 | 2,119 | 2,183 |
| Chief Op 1 with Alt Lic | 2,043 | 2,084 | 2,146 |
| Chief Op with Class 1 | 2,008 | 2,049 | 2,110 |
| Chief Operator | 1,937 | 1,976 | 2,035 |

Section 9: That the compensation for Probation Officer/Deputy Bailiff is hereby set as follows:

| <u>Class</u> | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|--------------|-----------------------|-----------------------|-----------------------|
| 1 | 2,157 | 2,200 | 2,266 |
| 2 | 2,025 | 2,065 | 2,127 |
| 3 | 1,820 | 1,856 | 1,912 |

Section 10: That the compensation for Clerk of Court is hereby set as follows:

| <u>Class</u> | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|--------------|-----------------------|-----------------------|-----------------------|
| 1 | 1,901 | 1,939 | 1,997 |
| 2 | 1,652 | 1,685 | 1,736 |
| 3 | 1,574 | 1,605 | 1,653 |
| 4 | 1,468 | 1,497 | 1,542 |
| 5 | 1,391 | 1,419 | 1,462 |

Section 11: That the compensation for Clerical Specialist is hereby set as follows:

| <u>Class</u> | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|--------------|-----------------------|-----------------------|-----------------------|
| 1 | 1,537 | 1,568 | 1,615 |
| 2 | 1,464 | 1,493 | 1,538 |
| 3 | 1,390 | 1,418 | 1,461 |
| 4 | 1,298 | 1,324 | 1,364 |
| 5 | 1,226 | 1,251 | 1,288 |

Section 12: That the compensation for Maintenance Specialist is hereby set as follows:

| <u>Class</u> | <u>Hourly 2016</u> | <u>Hourly 2017</u> | <u>Hourly 2018</u> |
|--------------|--------------------|--------------------|--------------------|
| 1 | 25.12 | 25.63 | 26.39 |
| 2 | 24.04 | 24.52 | 25.26 |
| 3 | 23.31 | 23.77 | 24.49 |
| 4 | 22.49 | 22.94 | 23.63 |
| 5 | 21.74 | 22.17 | 22.84 |
| 6 | 21.33 | 21.75 | 22.41 |
| 7 | 20.52 | 20.93 | 21.56 |

Section 13: That the compensation for Recreation Coordinator for Parks & Recreation is hereby set as follows:

| <u>Class</u> | <u>Hourly 2016</u> | <u>Hourly 2017</u> | <u>Hourly 2018</u> |
|--------------|--------------------|--------------------|--------------------|
| 1 | 20.52 | 20.93 | 21.56 |
| 2 | 19.57 | 19.97 | 20.56 |
| 3 | 18.57 | 18.95 | 19.51 |
| 4 | 17.85 | 18.21 | 18.75 |
| 5 | 17.05 | 17.40 | 17.92 |
| 6 | 15.69 | 16.00 | 16.48 |
| 7 | 14.36 | 14.65 | 15.09 |

Section 14: That the compensation for Aquatics Coordinator is hereby set as follows:

| <u>Class</u> | <u>Hourly 2016</u> | <u>Hourly 2017</u> | <u>Hourly 2018</u> |
|--------------|--------------------|--------------------|--------------------|
| 1 | 17.16 | 17.50 | 18.02 |
| 2 | 16.40 | 16.73 | 17.23 |
| 3 | 15.09 | 15.39 | 15.85 |
| 4 | 13.82 | 14.10 | 14.52 |

Section 15: That the compensation for Income Tax Specialist is hereby set as follows:

| <u>Class</u> | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|--------------|-----------------------|-----------------------|-----------------------|
| 1 | 1,583 | 1,615 | 1,663 |
| 2 | 1,506 | 1,536 | 1,582 |
| 3 | 1,469 | 1,498 | 1,543 |
| 4 | 1,437 | 1,466 | 1,510 |
| 5 | 1,358 | 1,385 | 1,426 |
| 6 | 1,279 | 1,305 | 1,344 |
| 7 | 1,205 | 1,229 | 1,266 |

Section 16: That the compensation for Payroll Specialist is hereby set as follows:

| <u>Class</u> | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|--------------|-----------------------|-----------------------|-----------------------|
| 1 | 1,583 | 1,615 | 1,663 |
| 2 | 1,506 | 1,536 | 1,582 |
| 3 | 1,469 | 1,498 | 1,543 |
| 4 | 1,437 | 1,466 | 1,510 |
| 5 | 1,358 | 1,385 | 1,426 |
| 6 | 1,279 | 1,305 | 1,344 |
| 7 | 1,205 | 1,229 | 1,266 |

Section 17: That the compensation for Executive Administrative Assistant and Legal Administrative Assistant is hereby set as follows:

| <u>Class</u> | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|--------------|-----------------------|-----------------------|-----------------------|
| 1 | 1,712 | 1,746 | 1,798 |
| 2 | 1,626 | 1,658 | 1,708 |
| 3 | 1,544 | 1,575 | 1,622 |
| 4 | 1,467 | 1,496 | 1,541 |
| 5 | 1,393 | 1,421 | 1,464 |
| 6 | 1,323 | 1,349 | 1,390 |

Section 18: That the compensation for Intensive Supervision Probation Officer is hereby set as follows:

| <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|-----------------------|-----------------------|-----------------------|
| 1,868 | 1,905 | 1,962 |

Section 19: That the compensation for Cognitive Skills Coordinator is hereby set as follows:

| | <u>Bi-Weekly 2016</u> | <u>Bi-Weekly 2017</u> | <u>Bi-Weekly 2018</u> |
|---|-----------------------|-----------------------|-----------------------|
| 1 | 1,649 | 1,682 | 1,733 |
| 2 | 1,499 | 1,529 | 1,575 |
| 3 | 1,428 | 1,457 | 1,500 |

Section 20: That the schedules of compensation set forth in this Ordinance shall become effective January 01, 2016.

Section 21: That Ordinance 2012-049, as amended, and Ordinance 2013-056 are hereby declared to be void and without effect effective January 01, 2016.

WHEREFORE, this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

ATTESTATION:

It is hereby attested and affirmed that the foregoing Ordinance received the necessary affirmative roll call votes required for passage *on this 1st day of December, 2015.*

President of Council

Clerk of Council

ORDINANCE APPROVED:

Robert L. Duncan, Mayor

Date

COPY