

NOTICE OF COMPETITIVE EXAMINATION
Water Treatment Plant Operator I

Announcement Date: October 10, 2017

The City of Xenia is accepting applications to establish an eligibility list for the position of Water Treatment Plant Operator I. All vacancies (full-time, part-time, and/or temporary) will be filled from this list. Applicants must first pass a Xenia Civil Service Commission examination to be further considered for employment.

Definition: Under supervision of the operator in charge and/or superintendent; operates an assigned shift in a water treatment plant; does related work as required.

Typical Tasks (Illustrative Only): Trains and inspects the work of subordinates; makes regular inspection of plant equipment to ascertain that it is in proper operation at all times; patrols water system, checking water level in reservoirs, operates pumping stations, checks bearings and motors and cleans, greases and oils equipment; regulates water at intakes; cleans screens and inspects reservoirs, confers with supervisor on operating conditions and immediately reports unusual circumstances; may make minor repairs on pumps and motors; replaces chlorine cylinders and regulates flow of chlorine. Obtain knowledge of the methods, materials, equipment and tools used in the operation and maintenance of water production, distribution and storage facilities, ability to keep simple records and prepare reports; ability to make mechanical repairs and adjustments; ability to read meters and gauges and adjust or regulate as necessary; ability to use tools and equipment used in pump maintenance and repair work; ability to work cooperatively with others.

Employment Standards:

- Graduation from High School or equivalent.
- Possession of a valid Ohio motor vehicle license, at the time of appointment.
- **Employees in the Water Treatment Plant are required to obtain and hold the Ohio Class I Certification in their respective field. Employees will have from their date of hire, two years to successfully pass the Ohio Environmental Protection Agency certification exam for the Ohio Class I Certification. If this certification is not achieved during the specified time frame then employment shall be terminated.**

Essential Job Functions: Ability to operate a lawn mower and hand tools; ability to work in extreme temperatures, inclement weather conditions, sunlight for extended periods, and tolerate loud noises; ability to dig or fill with a shovel, or swing a carpenter's hammer on a repetitive basis; ability to drive a truck; ability to see, read and comprehend product use requirements, safety procedures, maps, blueprints and work tickets; ability to follow oral instructions; ability to communicate in a verbal and written manner to explain procedures, answer questions, and maintain records; ability to walk and stand for extended periods of time; ability to enter and work in confined spaces, sometimes underground; ability to bend down repetitively; ability to set up, ascend and descend ladders and climb into manholes, pump stations, ditches, trucks, light and heavy equipment, tanks and onto roofs; ability to lift 50 pounds such as unloading equipment, equipment parts, maneuvering manholes, chemical tanks, barrels and sandbags; manual dexterity for mechanical repairs or adjustments, tool and equipment manipulation, and other close work; ability to tolerate foul or chemical odors such as sewer gas, chlorine, polymers, paint, asphalt, petroleum, oil and lubricant products, horticultural chemicals and exhaust fumes; ability to tolerate skin contact with irritants such as cement, chlorine, blacktop, cleaning materials, horticultural chemicals, petroleum, oil and lubricant products and wastewater; ability to tolerate air irritants such as cement dust, plant residues and dust, dirt and dust generated on job sites; ability to measure meter readings, thermometers, levels, gauges, and other laboratory measurements; ability to work a varied shift and in emergency situations; ability to verbally communicate with employees and public to coordinate between departments and answer citizen concerns; ability to enter homes, climb stairs; ability to tolerate unpleasant working conditions (i.e., dirty basements, irate citizens, mean animals, insects).

Salary Range: \$20.85 to \$26.55, hourly (FT); \$18.77 to \$27.74, hourly (PT)

Applications: Completed applications must be received by the City Receptionist, City Administration Building, 107 E. Main Street, Xenia, Ohio, **prior to 5:00 p.m., Friday, November 3, 2017.**

Examination: Will be conducted at 6:00 p.m. on Wednesday, November 8, 2017, Greene County Media Center. The Greene County Media Center is located at 541 Ledbetter Road in Xenia, Ohio.

REFERENCE MATERIAL:

The following information is available on the City's website, www.ci.xenia.oh.us.

1. City of Xenia Drinking Water Consumer Confidence Report
2. Annual Water Quality Report

CANDIDATES ARE ALLOWED TO USE NON-PROGRAMMABLE CALCULATORS BUT MUST PROVIDE THEIR OWN.

Attendance Policy: All applicants for entrance and promotional written examination and secondary testing must be present at the test site before the starting time. No provisions exist for late arrivals or personal circumstances.

PROOF OF IDENTITY (PHOTO I.D.) WILL BE REQUIRED TO ENTER AND TAKE EXAM. THE CITY OF XENIA IS AN EQUAL OPPORTUNITY EMPLOYER. WE ENCOURAGE APPLICATION FROM MINORITIES, WOMEN, VETERANS AND DISABLED INDIVIDUALS.