

OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **November 18, 2013**
NO: **M22-13**

CLASSIFICATION TITLE
ASSISTANT SUPERINTENDENT
(WATER RECLAMATION FACILITY)

SALARY RANGE
\$55,108 - \$77,026

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH, or application may be printed from www.cantonohio.gov by clicking on "City Services", "Civil Service" and "View City Jobs". Application must be on file **no later than Friday December 27, 2013 at 4:00 p.m.** Applicants must submit a copy of their valid driver's license, a current detailed resume, unofficial college transcripts (if applicable), Wastewater Operator Class III Certificate copy issued by the Ohio Environmental Protection Agency and any other documentation pertaining to this position along with completed application.

ORAL INTERVIEW EXAMINATION

ORAL INTERVIEW: Subsequent to the filing of the application, the candidate will be assigned an interview time and date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702

SCOPE: The examination will consist of an oral interview approximately 15-20 minutes in length. The interview will measure communication skills, experience base relating to wastewater treatment and other related areas.

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver's License. Applicant must not have any felony convictions.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING

Graduation from high school; completion of college – level courses in sanitary engineering or a related field; extensive responsible experience in water purification techniques and/or wastewater plant management. Or have an equivalent combination of education, experience and/or training which provides the required knowledge, skills, and abilities. Possession of a Wastewater Operator Class III Certificate issued by the Ohio Environmental Protection Agency or as required by law.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Applicant must have knowledge of modern purification plant and wastewater treatment plant operation practices and techniques, thorough knowledge of Federal and State acts governing the operation of a wastewater treatment plant and the pollution of rivers and lakes. They must have knowledge of industrial pretreatment requirements, of equipment and materials, and applicable equipment maintenance and repair.

Applicant must have the ability to make detailed professional investigations and decisions and develop reports for the improvement of plant operation, the ability to prepare technical and administrative reports, to analyze situations and develop workable solutions. Applicant must have the ability to present ideas effectively both orally and in writing, they must establish and maintain effective working relationships with elected officials, department heads, City employees, other agencies, and the general public. They must also have the ability to assist in the supervision of the departmental staff.

******IMPORTANT NOTICE TO VETERANS******

Upon receiving a passing score, a twenty (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or a reserve component of the armed forces of the United States who have completed more than 180 days of active duty service. (O.R.C. 124.23C) **APPLICANT MUST SUBMIT A CERTIFICATE OF SERVICE OR HONORABLE DISCHARGE FORM (FORM DD-214 – LONG VERSION) BY THE FILING DEADLINE TO RECEIVE THE BONUS CREDIT.**

******CITY RESIDENCY BONUS******

Applicants who have resided within the Canton City limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS AWARD IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list for a period of one (1) year and preference will be given in accordance with your final rating.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

******NOTICE OF DRUG TESTING REQUIREMENT******

Pursuant to Civil Service Rule IV (4), applicants are hereby advised that the position of employment being examined for has been declared as "safety sensitive". Accordingly, eligibility is not considered final until drug testing has been successfully completed with a negative result. Applicants who refuse to submit and fail such testing will be removed from all safety sensitive eligibility lists upon which their name appears for a period of one (1) year or until the eligibility list(s) expires, whichever is shorter. Reinstatement to eligibility list(s) shall be contingent upon successful passage of drug testing under the Commission's control at applicant expense.

******ESSENTIAL FUNCTION******

The Assistant Superintendent for the Water Reclamation Division performs supervisory, managerial, and administrative functions at the Water Reclamation Facility as described in the general statement of duties below.

DUTIES

This is a responsible professional and managerial position. An employee in this classification assists with the direction, management, administration of the Water Reclamation Facility, which includes supervision, policy development, procedures, personnel safety, purchasing, training, and hiring. The individual assists the Superintendent in planning and administering a wastewater treatment program for the City; this involves responsibility for continuous research and analysis of the City's wastewater treatment plant in accordance with frequently changing conditions in accordance with State standards for plant operation. The individual may handle confidential materials such as personnel files. The Assistant Superintendent is responsible for the assisting with the direction of work and manner of accomplishment of the departmental staff. The individual reports directly to the Superintendent of the Water Reclamation Facility.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**