

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

**CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO**

Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: **March 9, 2012**
NO: **M9-12**

CLASSIFICATION TITLE
TREATMENT OPERATOR 3
(Water Reclamation Facility)

HOURLY RATE
Step 1 - \$13.01 progressing to Step 5 - \$19.92
(at 84 months)

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 44702, or application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application may be mailed or brought to the office, making sure that all necessary documentation is included. Application, clear copy of driver's license, and any other documentation pertaining to this position must be on file no later than **Monday, March 26, 2012.**

WRITTEN AND ORAL INTERVIEW EXAMINATION

WRITTEN EXAM: The written examination is **Thursday, March 29, 2012 at 5:00 p.m.**

LOCATION: Canton City Council Chambers, 218 Cleveland Ave. SW, Canton, OH 44702

SCOPE: The written examination will consist of questions pertaining to Wastewater Treatment Plant operations. The oral interview examination will measure communication skills, experience base, knowledge of wastewater treatment and other related areas.

Oral interview will be scheduled after the written exam is completed.

For those applicants who pass both portions of the examination; the written examination will count as 50% of the grade, oral interview examination will count as 50% of the grade. A 70% passing point will be used for the final grade.

This is an open examination. To be eligible for the position under this examination, all applications must be a U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicant shall have no felony convictions.

MINIMUM ACCEPTABLE EXPERIENCE AND TRAINING

Applicant must be a high school graduate or possess a G.E.D.; and possession of a Class I Wastewater Works Operator's Certificate issued by the Ohio EPA or the ability to obtain within three years (36 months) of being awarded the position.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern wastewater treatment plant principles and operating procedures. Knowledge of safety hazards and precautions of the work. Must have the ability to use and handle mechanical tools, keep records and make reports, and the ability to understand and follow verbal and written instructions. Skills in the operation of plant and equipment.

ADDITIONAL REQUIREMENTS

After being appointed to the position, employees shall be allowed a period to three (3) years from the date of appointment or until the results of the last examination taken by the applicant within the three (3) years are announced,

whichever is longer, to obtain Class I Wastewater Works Operator's Certificate issued by the Ohio EPA. The employee is required to take the first available examination for such certificate for which he or she is eligible.

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

Upon receiving a passing score, a twenty (20%) percent 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 has 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 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 POINT AWARD IS 20%.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Candidates who have been accepted for the examination will be admitted to the examination site only upon presentation of their valid State of Ohio driver's license or other photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE EXAMINED.**

******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.

******NOTICE OF BACKGROUND INVESTIGATION******

Be advised that candidates may be subjected to a confidential background investigation, including but not limited to a criminal record check and driving record check.

RATING

Upon completion of the examination process, qualified candidates will be placed on the eligibility list for a period of two (2) years and preference will be given in accordance with your final rating.

EQUAL EMPLOYMENT

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

DUTIES

The Treatment Operator 3 performs routine tasks of a skilled nature in the operation of a wastewater treatment plant solids-handling system. The individual works under the supervision of the Superintendent of WRF and/or his designee. Has the responsibility for skilled duties in the operation of the solids-handling process of the wastewater treatment plant. Operates sludge dewatering, polymer conditioning, skimmings separation, incineration, and related equipment and processes. Operates, adjusts, and lubricates equipment to maintain an efficient operation of the system according to standard operating procedures. Assists maintenance personnel in major maintenance and repair projects as needed. Performs work in accordance with procedures outlined by supervision. Inspects various equipment throughout the facility.

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