



CITY OF LORAIN CIVIL SERVICE COMMISSION

200 WEST ERIE AVE. 7TH FLOOR CITY HALL, LORAIN, OHIO 44052
TELEPHONE (440) 204-2066 FAX (440) 204-2527

Date of Issue: APRIL 12, 2021

**THE LORAIN CIVIL SERVICE COMMISSION
IS ACCEPTING CONTINUOUS APPLICATIONS FOR:**

CLASSIFICATION:

Lead Operator with Class III Water Treatment License
LORAIN WATER PURIFICATION PLANT

SALARY: Grade 32

\$25.32 hr. Starting pay
26.72 hr. after 6 mos.
28.13 hr. after 1 year

CLASSIFICATION:

Lead Operator with Class III Wastewater License
LORAIN BLACK RIVER AND PQM PLANTS

SALARY: Grade 32

\$25.32 hr. Starting pay
26.72 hr. after 6 mos.
28.13 hr. after 1 year

Applications for the classified, union positions of Lead Operator with a Class III Water Treatment license and Lead Operator with a Class III Wastewater license are available beginning Monday, April 12, 2021 through Friday, December 31, 2021 **on a continuous basis by calling the office of the Lorain Civil Service Commission at 440-204-2066.** The office is located on the 7th floor Lorain City Hall, 200 West Erie Avenue Lorain, Ohio. If you previously filled out an application for this position you must re-apply to be considered. Applications are also available online at www.cityoflorain.org. You may submit applications via email to: rosemary_white@cityoflorain.org. (Be sure to include underscore between rosemary and white.) The office is closed on holidays and every day from approximately 12:00 to 1:00 p.m.

A Lead Operator oversees the operation of an assigned shift in the City of Lorain Water Treatment or Water Pollution Control Department and performs related work as required. All applicants must be United States citizens or have legally declared their intentions of becoming one. Applicants must be at least 18 years of age and have a high school diploma or GED and show a valid Ohio Drivers license at time of application. All potential employees are required to successfully pass a basic pre-employment physical & drug test prior to appointment.

Applicants for Lead Operator in the Water Purification Department must possess an Ohio Water Treatment Operator Class III Certificate issued by the Ohio Environmental Protection Agency and have at least two years of plant experience to be eligible for this position. Applicants for Lead Operator in the Black River and PQM Plants must possess an Ohio Wastewater Operator Class III Certificate issued by the Ohio Environmental Protection Agency to be eligible for this position. A Lead Operator works shifts, some weekends, some holidays, and oversees the operation of an assigned shift in the plant and performs related work as required. All applicants must have a thorough knowledge of plant principles and operation practices and must have management capabilities and the ability to plan and supervise workers. Job descriptions will be provided at time of application.

AN EQUAL OPPORTUNITY EMPLOYER

WATER TREATMENT PLANT
OPERATIONAL LEAD OPERATORS

GENERAL STATEMENT OF DUTIES:

Oversees the operation of an assigned shift in Water Treatment Plant; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Is in responsible charge of the operation of an assigned shift.

Supervises all operators and operations on a shift.

He/She is responsible for coordinating the operator's duties on the shift, and is responsible for the completion of the required work.

He/She is responsible for receiving proper analytical laboratory data from the Supervisor of Operations, and applying same to the plant operations.

The work is performed under the policy direction of the Supervisor of Operations, Assistant Superintendent and Superintendent.

The Lead Operator substitutes for any operator in time of need as declared by the Supervisor of Operations, Assistant Superintendent and Superintendent.

He/She is responsible to produce the finest effluent possible with the data and equipment provided him.

EXAMPLES OF WORK: (Illustrative)

Receives and delegates duties to subordinate operators; trains and inspects the work of subordinate operators; makes regular inspections of plant and equipment; reports needs of major equipment repairs to the Supervisor of Operations; reads meters, gauges, charts and dials and keeps logs of readings; coordinates all records and reports submitted by operators and makes reports of complete shift operations to the Supervisor of Operations; performs any duty of an operator which is necessary for the normal operation of his shift; substitutes and performs all the duties of any class of operator under the direction of the Supervisor of Operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Essential Duties):

Thorough knowledge of modern Water Purification Plant principles and practices, mechanical ability and a general knowledge of water chemistry as applied to the everyday operation of a Water Purification Plant. Knowledge of basic math necessary for the various calculations used in the Water Purification Plant.

Ability to follow orders both written and oral; ability to plan; delegate and supervise the work of immediate subordinates; ability to keep records and compile reports accurately and thoroughly.

Thorough knowledge of: rapid sand filtration, lime soda and ion exchange, disinfection coagulation, sedimentation, filtration, corrosion control, fluoridation, stabilization, chlorination including chlorine demand-breakpoint chlorination-mono-chloramine, dichloramine, nitrogen trichloride, chlorine dioxide generation and uses, sulfur dioxide and dechlorination, plankton identification, taste and odor control causes and removal - industrial and algal, mechanics and hydraulics of pumps and pumping, plant math of flows and detention, drop tests and capacity, hydraulics and pneumatics of filter controls, basic knowledge of electricity - electrical wiring as well as some knowledge of electronics. Possess a basic knowledge of basic Water Treatment Plant chemistry and bacteriology as: turbidity, alkalinity total and phenol, carbon dioxide, pH, hardness - total and incrustant, threshold odors, pre-chlorination, post chlorination, dechlorination, coagulation, and a limited knowledge of membrane filters as well as multiple tube fermentation.

OPERATIONAL LEAD OPERATORS

Physical aspects may include, but are not limited to adjusting, carrying, climbing, connecting, crouching, crawling, kneeling, lifting, pulling, reaching and stooping.
Ability to acquire computer knowledge.

MINIMUM EXPERIENCE AND TRAINING (What is required to perform Essential Duties):

Must have a thorough knowledge of plant principles and operation practices; must have management capabilities and the ability to plan and to supervise workers under him/her; must be able to perform the essential duties and be dependable; must be a high school graduate or equivalent; must possess an Ohio Water Treatment Operator's Class III Certificate, issued by the Ohio Environmental Protection Agency; must have at least two (2) years in plant experience. All applicants must possess a valid Ohio Drivers License. All applicants may be required to take and pass a basic mathematics and/or job related test and/or practical test administered by the Civil Service Commission. A passing grade of seventy (70) must be achieved on this test.

ESSENTIAL OSHA RESPONSIBILITIES:

Know and use safe work procedures, additional training if training is required.

Recognize job hazards and take proper precautions to assure personal, as well as fellow employee and public safety, additional training if training is required.

Inform his/her supervisor immediately of hazards, unsafe equipment and acts, and recommend solutions to correct deficiencies.

Actively participate in safety program and training.

Immediately report accidents, injuries and near misses to his/her supervisor.

Report to work in a condition to be able to work safely.

WATER POLLUTION CONTROL PLANT

OPERATIONAL LEAD OPERATORS

GENERAL STATEMENT OF DUTIES:

Oversees the operation of an assigned shift in Water Pollution Control Plant; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

Is the responsible person in charge of the operation of an assigned shift.

Supervises all operators and operations on a shift.

He/She is responsible for coordinating the operator's duties on the shift, and is responsible for the completion of the required work.

He/She is responsible for receiving proper analytical laboratory data from the Supervisor of Operations, and applying same to the plant operations.

The work is performed under the policy direction of the Supervisor of Operations, Assistant Superintendent and Superintendent.

He/She is responsible to produce the finest effluent possible with the data and equipment provided him/her.

EXAMPLES OF WORK: (Illustrative)

Receives and delegates duties to subordinate operators; trains and inspects the work of subordinate operators; makes regular inspection of plant and equipment; reports needs of major equipment repairs to the Supervisor of Operations; reads meters, gauges, charts and dials and keeps logs of readings; coordinates all records and reports submitted by operators and makes reports of complete shift operations to the Supervisor of Operations; performs any duty of an operator which is necessary for the normal operation of his/her shift; substitutes and performs all the duties of any class of operator under the direction of the Supervisor of Operations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (Essential Duties):

Thorough knowledge of modern water pollution treatment plant principles and operational practices, mechanical ability, general knowledge of laboratory procedures, familiar in water pollution plant operations. Ability to plan and supervise the work of others; ability to keep records and make reports; be dependable and be able to perform the essential duties.

Have general knowledge of activated sludge, trickling filters, and chemical treatment processes of water pollution; have comprehensive knowledge required of general laboratory procedures performed in the Water Pollution Plant, such as: BOD, COD, Settleable Solids, Suspended Solids, Sludge Analysis, Volatile Acids, Total Solids, SVI, SDI, pH, D.O.'s Chlorine tests (residuals, demand, applied, and free chlorine).

Thorough knowledge of interpreting laboratory results to plant operations. A general knowledge of water pollution equipment and capabilities of determining deficiencies in equipment and making minor repairs (such as packing pumps, etc.). Determine condition of pumps (capacity, etc.); digester operations, centrifuge operations, incineration operation, chlorine operation, chemical feeders operation. Performs task of determining detention time. A thorough knowledge of basic mathematic principles. Thorough knowledge of water pollution control plant operations, such as: primary treatment, chemical precipitation, incineration, activated sludge, tertiary treatment, vacuum filtration and centrifuging. Physical aspects may include, but are not limited to adjusting, carrying, climbing, connecting, crouching, crawling, kneeling, lifting, pulling, reaching and stooping. Ability to acquire computer knowledge.

OPERATIONAL LEAD OPERATORS

MINIMUM EXPERIENCE AND TRAINING (What is required to perform the Essential Duties):

Must have a thorough knowledge of plant principles and operation practices; must have management capabilities and the ability to plan and to supervise workers under him/her; must be able to perform the essential duties and be dependable; must be a high school graduate or equivalent; must possess a Wastewater Operator's Class III Certificate issued by the Ohio Environmental Protection Agency to be eligible for this position.

All applicants must possess a valid Ohio Drivers License. All applicants may be required to take and pass a basic mathematics and/or job related test and/or practical test administered by the Civil Service Commission. A passing grade of seventy (70) must be achieved on this test.

ESSENTIAL OSHA RESPONSIBILITIES:

Know and use safe work procedures, additional training if training is required.

Recognize job hazards and take proper precautions to assure personal, as well as fellow employee and public safety, additional training if training is required.

Inform his/her supervisor immediately of hazards, unsafe equipment and acts, and recommend solutions to correct deficiencies.

Actively participate in safety program and training.

Immediately report accidents, injuries and near misses to his/her supervisor.

Report to work in a condition to be able to work safely.