



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

May 14, 2018

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire a person for the following position in the **Water Pollution Control Department**.

Sewer Maintenance Supervisor - It is a full-time position that has a pay range of \$20.18 - \$26.89 per hour. Job Description is attached.

- Please Note:**
- Associate's degree (A.A.) or equivalent from two-year college or technical school and two to five years' experience in sanitary and storm collection system maintenance preferred; or high school diploma/GED with 5 years or more experience may be considered.
 - A valid Ohio Driver's License without restrictions and is free from any requirement of High Risk Liability Insurance is required.
 - Passing of a Background Check, Physical Examination, and Drug & Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Tuesday, May 15, 2018 at 8:00 am
 Application Closing Date/Time: Friday, May 25, 2018 at 1:00 pm
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 -OR- download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

Janell O'Neil, Affirmative Action Secretary
City of Marion

Attachment

- | | | | | |
|-------------------------|--------------------------------|---------------|-----------------|-----------------|
| cc: Committee Members | Public Works Director Bischoff | Auditor | IT | Probation |
| Support Data List (AA) | HRAA – O'Connor | Council | Law Director | Senior Center |
| Mayor Schertzer | HRC – Mayes | Engineering | Municipal Court | Transit |
| Safety Director Robbins | City Hall – 3 Floors | Fire Dept – 3 | Parks | Utility Billing |
| Service Director Caryer | Airport | Garage | Police Dept | WWTP |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF MARION OHIO
JOB DESCRIPTION**

Job Title: SEWER MAINTENANCE SUPERVISOR
Department: WATER POLLUTION CONTROL
Reports To: Water Pollution Control Superintendent
FLSA Status: Non-Exempt USWA Grade 26
Prepared By: H R Adm
Prepared Date: 01-25-08
Approved By:
Approved Date:

Summary: Supervises and coordinates activities of workers engaged in repair and maintenance of storm and sanitary collection systems. Exercises considerable independent judgment in performance of job duties, receiving general supervision from the Superintendent and work is reviewed for overall operational effectiveness.

Essential Duties and Responsibilities include the following and other duties as assigned:

- Directs workers in repair and maintenance of the storm and sanitary collection system on a 24-hour basis.
- Inspects construction of new storm and sanitary collection systems and manholes to ensure conformance with specifications.
- Directs workers in cleaning storm and sanitary sewer lines, catch basins, repairing broken sewer lines, and replacing worn and damaged parts.
- Assists workers in repairing breaks in sewers.
- Maintains up-to-date records of costs for repair, construction, cleaning and inspection activities.
- Conducts periodic inspection of facilities and equipment; Directs workers in operation of mobile closed-circuit television monitoring system to inspect internal areas of sewer lines.
- Assesses needs and advises on matters concerning equipment changes or modifications to the collection system; Prepares reports and attends staff meetings.
- Insures operations are carried out in accordance with General Work Rules and all safety rules and regulations.
- Directly supervises up to 20 employees in Sewer Maintenance. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, organizing, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge,

skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associate's degree (A.A.) or equivalent from two-year college or technical school and two to five years' experience in sanitary and storm collection system maintenance preferred; or high school diploma/GED with 5 years or more experience may be considered.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from officials, managers, customers, and the general public either one-on-one or in group situations.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations: Possession of necessary Class I or Class II Wastewater Operator Collection System Certificate as issued by the Ohio Environmental Protection Agency or equivalent.

Other Skills and Abilities: Thorough knowledge of the principals, techniques, methods, materials and equipment utilized in wastewater treatment collection system maintenance activities and of the principles and techniques of supervision and employee relations. Considerable knowledge of the safety practices associated with wastewater treatment collection system operations.

Ability to layout work, direct and supervise employees in a manner conducive to maximum performance; develop sketches and drawings of proposed work; communicate effectively with others, establish and maintain effective working relationships with other employees and the public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is

occasionally required to climb or balance and taste or smell. The employee may occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include: close, distance, color and peripheral vision; depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; fumes or airborne particles; risk of electrical shock and vibration. The noise level in the work environment may range from moderate to very loud.