

CITY OF ASHTABULA  
FULL TIME WASTEWATER OPERATOR, CLASS 1 POSITION AVAILABLE  
WATER POLLUTION CONTROL DEPARTMENT

The City of Ashtabula is seeking applications for the position of Full Time Wastewater Operator, Class 1 Certification, Swing Shift, in the City of Ashtabula Water Pollution Control Department.

Interested persons may apply for this position by filing a written application with Ohio Means Jobs located at 2247 Lake Avenue, Ashtabula, OH, 44004 until the position is filled.

All applicants must be able to obtain an Ohio EPA Class 1 Wastewater Certification within twelve (12) months from the date of hire, pass a pre-employment drug screen and background check. A copy of the job description is available upon request of application.

The City of Ashtabula is an Equal Opportunity Employer.

James Timonere  
Ashtabula City Manager

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Publish: July 1, 2022 and July 6, 2022

Please send billing and proof of publication to:

City of Ashtabula  
c/o Finance Director  
4717 Main Avenue  
Ashtabula, OH 44004

**Job Description**  
**OPERATOR 1 (CLASS I CERTIFICATION)**

**Department:** Water Pollution Control      **Hours:** Swing Shift; Wed –Sun (with other shifts possible)  
Wed    Thurs-Fri    Sat-Sun    Mon-Tues  
7-3      3-11      11-7      OFF

**Rate of Pay:** : \$18.91 Entrance; \$19.38/Step 1 (1 yr.); \$19.87/Step 2 (2-5 yrs.); \$20.36 Step 3 (6-10 yrs.); \$21.18/Step 4 (11+ yrs.) (\$1.00 per hour less if less than 120 days of service) Applicable Shift Premium

**Immediate Supervisor of the Position:** Superintendent of Water Pollution (or his designee)

**General Statement of Duties:**

Operates treatment plant equipment under the general direction of the Assistant Superintendent to maintain proper degree of treatment. Regularly inspects plant equipment and processes for normal operation. Analyzes instrument readings and laboratory test results to maintain process performance. determines site and causes of any malfunctions and takes appropriate corrective measure. Makes required operational adjustments. Takes necessary readings and maintains logs and operating records. Communicates with other operators and supervisors regarding plant conditions. Extracts samples for routine laboratory tests and analysis, and adjusts chemical feeds for special operating conditions. Notifies appropriate personnel of needed repairs and may assist in making repairs. Performs routine maintenance functions and custodial duties. Performs other tasks as assigned.

**Qualifications Profile:**

**A. Formal Education and specific vocational preparation**

1. Minimum high school graduate or equivalent plus 1 year experience in treatment plant operation. chemistry, science and mechanical subjects highly desirable. Must be able to obtain a State of Ohio Class I Operator's Certification within 12 months.

**B. General Requirements**

1. Knowledge of wastewater processes and equipment involved in wastewater treatment.
2. Ability to direct and evaluate plant operation.
3. Ability to react promptly and efficiently to emergencies.
4. Ability to maintain and evaluate records.
5. Ability to perform basic maintenance functions

**C. General Educational Development**

1. Reasoning
  - a. Apply common sense knowledge of wastewater treatment to solve practical problems
  - b. Interpret a variety of written and oral instructions
2. Mathematical
  - a. Perform ordinary arithmetic, algebraic and geometric procedures in practical applications
3. Language
  - a. Establish and maintain communications with supervisors and other employees
  - b. Interpret safety, training and operating instructions
  - c. Prepare or assist in the preparation of various reports and logs



# City of Ashtabula

4717 Main Avenue  
Ashtabula, Ohio 44004

## APPLICATION FOR EMPLOYMENT

(PLEASE PRINT CLEARLY IN INK)

The City of Ashtabula is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

NAME (Last)	(First)	(Middle)	Date
ADDRESS	CITY	STATE	ZIP CODE
SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	EMAIL ADDRESS	
POSITION APPLIED FOR			
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? YES _____ NO _____ (Proof of eligibility will be required upon offer of employment.)			
ARE YOU OVER THE AGE OF 18 YEARS? YES _____ NO _____ (If no, you may be required to provide authorization.)			
CAN YOU WITH OR WITHOUT REASONABLE ACCOMODATION TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB? (If you have any questions about the functions of the job, please ask the interviewer before answering this question.) YES _____ NO _____			
HAVE YOU EVER WORKED FOR THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, WHEN? FROM _____ TO _____ WHERE? _____			
CLASSIFICATION : _____			
DO YOU CURRENTLY HAVE A VALID COMMERCIAL DRIVER'S LICENSE (CDL)? YES _____ NO _____			
IF YES, WHAT CLASS? _____ EXPIRES _____			
HAVE YOU BEEN CONVICTED OF ANY MOVING VIOLATIONS IN THE PAST FIVE YEARS? YES _____ NO _____			
IF YES, PLEASE EXPLAIN: _____			
IS ANYONE RELATED TO YOU EMPLOYED WITH THE CITY OF ASHTABULA? YES _____ NO _____			
IF YES, PLEASE GIVE THEIR NAME AND RELATIONSHIP TO YOU. _____			
WHAT SALARY OR RATE OF PAY DO YOU EXPECT TO RECEIVE IF EMPLOYED? \$ _____ PER _____			
ON WHAT DATE WOULD YOU BE AVAILABLE TO BEGIN WORK? _____			
HOW DID YOU HEAR ABOUT US? _____			

### EDUCATION

SCHOOLS	NAME AND LOCATION	# YEARS COMPLETED	COURSE OF STUDY OR MAJOR	DIPLOMA OR DEGREE	AVERAGE GRADES
ELEMENTARY					
JR. HIGH SCHOOL					
HIGH SCHOOL					
COLLEGE					
VOCATIONAL SCHOOL					
GRADUATE SCHOOL					

DO YOU HAVE A HIGH SCHOOL DIPLOMA OR G.E.D.? YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE LIST ANY ACADEMIC HONORS, SCHOLARSHIPS, OFFICES HELD, ETC. (Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIPS, LICENSES OR SKILLS. \_\_\_\_\_

HAVE YOU RECEIVED ANY JOB-RELATED TRAINING IN THE UNITED STATES MILITARY? YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE GIVE DATES AND EXPLANATION: \_\_\_\_\_

### EMPLOYMENT HISTORY

HOW MANY EMPLOYERS HAVE YOU HAD INCLUDING YOUR CURRENT EMPLOYMENT? \_\_\_\_\_

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE EXPLAIN. \_\_\_\_\_

EMPLOYMENT HISTORY (Begin with current or most recent employer. Do not exclude any employment. Include any applicable temporary employment. Attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at the City of Ashtabula.)

1.	FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:		
DESCRIPTION OF DUTIES:					
2.	FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:		
DESCRIPTION OF DUTIES:					
3.	FROM: Month/year	TO: Month/year	JOB TITLE:	SUPERVISOR'S NAME AND TITLE	SALARY: START \$ _____ END \$ _____
COMPANY NAME ADDRESS AND PHONE:			REASON FOR LEAVING:		
DESCRIPTION OF DUTIES:					

PLEASE PROVIDE ANY OTHER INFORMATION YOU FEEL WILL HELP US IN CONSIDERING YOUR APPLICATION FOR EMPLOYMENT.

### REFERENCES (Please list three persons, who are not related to you or previous supervisors, who can provide professional references.)

NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN
1.			
2.			
3.			

### APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

**\*PLEASE READ CAREFULLY BEFORE SIGNING\***

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the City of Ashtabula that such employment with the City of Ashtabula is at will, for no specified duration and may be terminated by either the City of Ashtabula or myself at any time, with or without cause or notice unless otherwise directed by a current bargaining agreement recognized by the City of Ashtabula. I understand that none of the documents, policies, procedures, actions, statements of the City of Ashtabula or its representatives used during the hiring process is deemed a contract of employment real or implied. I understand that no representative of the City of Ashtabula except the Ashtabula City Manager, the Ashtabula Municipal Court Judge, the Ashtabula City Solicitor, or City Council has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the authoritative elected official(s).

In consideration for employment with the City of Ashtabula, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Ashtabula at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the business conducted by the City of Ashtabula, attendance and punctuality are considered essential requirements of every job at the City of Ashtabula and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the City of Ashtabula, I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. There is potential for disqualification if an unsatisfactory result is obtained from the testing. Refusal to cooperate or attempt to affect the results of these pre-employment tests will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to the City of Ashtabula and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for six months. If I wish to be considered for employment after this period I must fill out and submit a new application.

I understand that the information provided on this application for employment may be subject to public record in accordance with Ohio Sunshine Laws.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE TO THE ABOVE STATEMENTS.

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Signature

Date

**THE CITY OF ASHTAUBLA IS AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.**

**The City of Ashtabula is a Drug and Tobacco Free Workplace**