

CITY OF HURON JOB POSTING

POSITION: Maintenance Worker III (Plant Operator) (Full-time)

DEPARTMENT: Water Filtration

SALARY: \$45,302.40 - \$53,102.40

POSTING DATE: 8:00 a.m., March 30, 2021

CLOSING DATE: 4:00 p.m., April 12, 2021

This posting is made in compliance with Article 14, §14.01 of the Collective Bargaining Agreement between the City of Huron and AFSCME OC/Local 2024

MINIMUM REQUIREMENTS:

Education and Experience.

High School graduate or GED equivalent, vocational or technical education in facilities maintenance, mechanics, or related field; B. Minimum one (1) year related experience; C. Equivalent combination of education and experience.

Necessary Knowledge, Skills, and Abilities:

Ability to exercise independent judgment regarding the immediate correction of problems or errors; B. Ability to work independently and for extended periods of time without supervisor direction; C. Ability to create and maintain working relationships with other employees, supervisors, and the general public; D. Skilled in operating listed tools and equipment; E. Ability to meet special requirements:

- Valid Driver's License
- Commercial Driver's License preferred
- **Ohio EPA laboratory certification within six (6) months**
- **Class I Water Supply certification from the Ohio EPA within two (2) years**

Pre-employment testing required.

An in-depth job description can be reviewed at the City Manager's Office at 417 Main Street, Huron, Ohio 44839 and on the City's website at: <https://www.cityofhuron.org/government/employment>

Qualified applicants apply at the City Manager's Office for the City of Huron, 417 Main Street Huron, Ohio 44839. A completed City of Huron application must be received by 4:00 p.m., April 12, 2021. Applications may also be submitted via e-mail to terri.welkener@huronohio.us.

EOE/AA/ADA

Approved for Content _____

Approved for Posting _____

CITY OF HURON JOB OPENING ANNOUNCEMENT

Where Applications Taken:

City of Huron
417 Main Street, Huron, Ohio 44839

Where Postings Sent:

Newspaper, Websites

Office Hours:

8:00 a.m. till 4:00 p.m.
Monday through Friday

Applications are available at City Hall, 417 Main Street, Huron, OH ; or online at the city's website under the employment tab at <http://www.cityofhuron.org/huron/employment>.

CITY OF HURON IS AN EQUAL OPPORTUNITY EMPLOYER

The City Huron does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.

DEPARTMENT:	Water	POSITION:	Maintenance Worker III
POSTING DATE:	8:00 a.m., Tuesday March 30, 2021	LOCATION:	417 Main Street Huron, Ohio 44839
CLOSING DATE:	4:00 p.m., Monday April 12, 2021	WORKING HOURS:	Varies by Shift
EFFECTIVE DATE:	As Soon As Possible	SALARY:	\$45,302.40- \$53,102.40

POSITION DESCRIPTION

Class Title:	Maintenance Worker III	Job Code Number:	
Department:	Services	Grade Number:	
Division:	Water Filtration	Union Status:	AFSCME
Date:	July 2013	Location:	Water Plant

GENERAL PURPOSE:

Performs a variety of general service duties in repair, maintenance, and tracking of the public water system in a way that provides the general public and community with a reliable and affordable product that is both potable and palatable.

SUPERVISION RECEIVED:

Works under the general supervision of the Water Superintendent, Services Director, and City Manager. Works under the general advisement of the Huron Police Department.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs routine inspections and preventative maintenance on assigned equipment and refers defects or repairs to supervisors. Maintains clean working areas and cleans equipment.
- Assists in the proper operation of the water plant, including monitoring water treatment, performing tests and lab work.
- Performs quality control activities, such as testing of water supply; provides necessary services for the water system to be self-sustaining.
- Assists in the reporting, tracking and complying of data related to the water system.
- Makes recommendations for needed supplies and equipment, pick-up equipment and supplies, and advise external vendors as needed or when problems arise.
- Other duties as required or assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. High School graduate or GED equivalent, vocational or technical education in facilities maintenance, mechanics, or related field
- B. Minimum one (1) year related experience
- C. Equivalent combination of education and experience

Necessary Knowledge, Skills, and Abilities:

- A. Ability to exercise independent judgment regarding the immediate correction of problems or errors
- B. Ability to work independently and for extended periods of time without supervisor direction
- C. Ability to create and maintain working relationships with other employees, supervisors, and the general public
- D. Skilled in operating listed tools and equipment
- E. Ability to meet special requirements:
 - Valid Driver's License

- Commercial Driver's License preferred
- Ohio EPA laboratory certification within six (6) months
- Class I Water Supply certification from the Ohio EPA within two (2) years

TOOLS AND EQUIPMENT USED:

Knowledge of operation and use of the following tools and equipment, including but not limited to: City owned vehicles, hand tools, laboratory and water testing equipment, maintenance equipment, personal computer, radio, and telephone.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential job functions of the position. Reasonable accommodations, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk, stoop, use arms and/or hands to reach, and use hands and fingers to handle or feel objects, controls, or tools. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, color vision, and the 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, as prescribed by the Americans with Disabilities Act, may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is often required to work in undesirable weather conditions including, but not limited to extreme heat, extreme cold, rain, snow, and high winds. The employee is occasionally required to work below ground. The noise level in the work environment is varied and may include undesirable noises such as grinding, grating, or extreme loudness. The employee frequently works near moving mechanical parts, in high and precarious places, exposure to fumes or airborne particles, above and below ground, and vibration. The employee in this position may experience varied degrees of occasional stress.

SELECTION GUIDELINES:

The Maintenance Worker III will be selected after a formal application, education and experience rating, reference check, and oral interview. Other job-related tests may be required.

APPROVAL:

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
City Manager

Approval: _____
Appointing Authority

Effective Date: _____

Revision _____

History: _____

APPLICATION FOR EMPLOYMENT

CITY OF HURON ❖ 417 Main Street ❖ Huron, OH 44839
(419) 433-5000 Fax (419) 433-5120



Full & Part Time – Positions

Return to: City Manager's Office

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

POSITION APPLIED FOR: _____

PLEASE PRINT:

Name: _____ Date of Application: _____

Address: _____
Street Apt City State Zip

Social Security #: _____ Telephone #: _____

Mobile/Other: _____ E-mail: _____

Have you ever submitted an application to the City of Huron? _____ If Yes, when? _____

Have you ever been employed by the City of Huron? _____ If Yes, when? _____

Are you legally eligible for employment in the United States? _____

If you are under 18, can you furnish a work permit? _____ Date available for work: _____

Have you ever been convicted of a crime? _____ If Yes, please provide details: _____
ANSWERING 'YES' DOES NOT AUTOMATICALLY BAR EMPLOYMENT Please use additional sheet if necessary

Are you able to meet all of the attendance requirements of this position? _____

Are you able to work overtime if necessary? _____ Will you travel if the position requires it? _____

Do you have any friends / relatives currently employed by the City of Huron? _____

If Yes, who? _____

Military Service or Veteran Status? _____ If yes, please provide branch of service, rank, and job duties:

Please explain why you would like to be considered for employment with the City of Huron Use additional sheets if necessary

RELEVANT EXPERIENCE Please provide information regarding relevant experience to the position you are applying for. This includes, but is not limited to present/past employers, assignments, or volunteer activities. Use additional sheets if necessary.

FROM / TO _____ EMPLOYER/ORGANIZATION _____

TELEPHONE # _____ ADDRESS _____

JOB TITLE: _____ SUPERVISOR _____ MAY WE CONTACT? _____

JOB DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____ FINAL RATE OF PAY: _____

FROM / TO _____ EMPLOYER/ORGANIZATION _____

TELEPHONE # _____ ADDRESS _____

JOB TITLE: _____ SUPERVISOR _____ MAY WE CONTACT? _____

JOB DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____ FINAL RATE OF PAY: _____

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FROM / TO _____ EMPLOYER/ORGANIZATION _____

TELEPHONE # _____ ADDRESS _____

JOB TITLE: _____ SUPERVISOR _____ MAY WE CONTACT? _____

JOB DUTIES/RESPONSIBILITIES _____

REASON FOR LEAVING _____ FINAL RATE OF PAY: _____

PLEASE EXPLAIN ANY GAPS IN EMPLOYMENT:

HAVE YOU EVER BEEN FIRED OR ASKED TO RESIGN FROM A JOB? IF YES, PLEASE EXPLAIN:

SKILLS AND QUALIFICATIONS

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform the essential functions in the appointment for which you are applying:

EDUCATIONAL BACKGROUND

Name and Location	# of years completed	Graduated?	Course of Study
HIGH SCHOOL:			
COLLEGE:			
OTHER:			

Have you been provided with a written job description for the position which you are applying? Yes No

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the essential duties, responsibilities, and functions of the job for which you have applied? Yes No

REFERENCES: Please provide at least 3 references who are not related to you. Use additional sheets if necessary.

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

APPLICANT STATEMENT AND SIGNATURE:

I certify that all information I have provided in order to apply for employment with the City of Huron is true, complete, and correct to the best of my knowledge. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with the City of Huron and may be cause for rejection of this application, removal of my name from eligibility lists or discharge from City service. In addition, I give the City of Huron the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting the City of Huron in providing relevant, job related information that will assist in this process. I expressly authorize, without reservation, the City of Huron, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding the City of Huron, its agents, members or representatives, for seeking, gathering, and using such information all other persons, corporations or organizations for furnishing such information about me.

My signature below acknowledges my understanding and agreement with the above

I understand that an offer of employment is contingent upon the successful completion of a pre-employment physical and/or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that I am free to resign at any time and the City of Huron reserves the same right to request my resignation at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by the City of Huron at any time. I understand that no representative of the City of Huron is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Manager.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT
 I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement

Signature of Applicant (required): _____ Date: _____

THIS BOX FOR OFFICE USE ONLY: DATE REC'D: ___/___/___ by _____ INTERVIEW: (1) _____ (2) _____ START DATE: ___/___/___ WAGE: _____	Completed by: _____ Date: _____ History: _____
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