



## CIVIL SERVICE COMMISSION

CITY OF KENT ■ 301 S. DEPEYSTER ST. ■ KENT, OHIO 44240 ■ 330-678-8101

---

### THE KENT CIVIL SERVICE COMMISSION ANNOUNCES A COMPETITIVE EXAMINATION FOR THE POSITION OF **WATER TREATMENT PLANT OPERATOR**

---

Written Exam Date/Time:	May 8, 2025 6:00pm
Written Exam Location:	Kent Police Department Community Room 301 S. Depeyster St., Kent, OH 44240
Salary Range:	\$ 27.22 – \$33.04/hour <b>PLUS</b> Biweekly license bonus: Class I - \$84.24 • Class II - \$151.63 Class III - \$225.76 • Class IV - \$252.72

---

*Examination will be used to establish an eligible list for the classification of **Water Treatment Plant Operator***

Operator position shall require an Ohio EPA Water Treatment Plant Operator in Training Certificate or Class I Ohio EPA license, at a minimum. The current possession of a Class II or Class III Ohio EPA water works certification will be considered as having fulfilled this requirement. *Applicant must provide proof of such with the filing of the Civil Service Application.*

**APPLICATION:** Applications and information are available online at: [www.kentohio.gov/our-government/job-opportunities](http://www.kentohio.gov/our-government/job-opportunities).

Applications, resume, and cover letter may be emailed to [civilservice@kentohio.gov](mailto:civilservice@kentohio.gov) or returned via mail to Civil Service Coordinator, 301 S. Depeyster St., Kent, OH 44240. **Please note:** In the event of tie scores on the examination, priority on the eligible list shall be determined by date and time application was filed with the Commission.

**APPLICATION DEADLINE:** A completed Civil Service application accompanied by a cover letter and resume must be received by **May 2, 2025 at 4pm.**

**EXAMINATION PROCESS:** A written examination will measure an applicant's knowledge, skills, and abilities as exemplified in this posting. The exam is to be administered on **Thursday, May 8, 2025.** Only those candidates who successfully pass the written examination with a score of 70% or better will be placed on the eligible list.

**Responsibilities:**

Under general supervision, performs bargaining unit work in wastewater treatment and the processing operation in compliance with local, state, and federal EPA regulations. Monitors and coordinates the flow, treatment, and processing of wastewater through plant equipment. Cleans and services equipment and performs maintenance and repair work as needed. Performs additional job related tasks as assigned.

**Typical Tasks:**

Controls wastewater production functions by operating all plant equipment, including but not limited to pumps, primary and secondary clarifiers, barscreens, detritus, dissolved air floatation, belt press, aeration tanks and blowers, anaerobic digesters and related equipment. Maintains proper chemical balances for wastewater treatment by unloading chemicals, filling chemical containers, replacing chlorine tanks, and adjusting chemical application rates. Assures quality control by inspecting interior and exterior plant equipment including pits, tanks, digesters, boilers, heaters, and lift stations. Keeps equipment functioning by completing preventative maintenance requirements and repairing machinery as needed. Maintains safe and clean working environment by cleaning and painting major building areas and lift station locations; maintains grounds surrounding wastewater plant facility structures. Operates and drives dump truck for transportation of sludge cake to specified locations. Complies with safety procedures, rules, and regulations. Collects information by reading gauges and dials, recording data, changing recorder charts, performing sampling tests and making mathematical calculations.

**Working Conditions:**

Plant operators must exercise care and follow safety rules and guidelines when working with chemicals, mechanical equipment, and vehicles. The wastewater plant functions 24 hours a day; plant operators work during inclement weather conditions and may be required to work split or varied shifts. Plant operators work with limited supervision and must exercise independent judgment when resolving work problems or interpreting general policies and procedures.

**Required Knowledge, Skills, and Abilities:**

Knowledge of the equipment, operations, practices and safety precautions relevant to the processing and pumping of wastewater; knowledge of the service and maintenance requirements of wastewater treatment plant equipment; ability to effectively monitor and coordinate wastewater treatment plant activities; mathematical ability to indicate high school level or equivalent competency; communication skills to establish and maintain effective working relationships with associates, city officials, and the general public; physical conditioning sufficient to perform moderate physical labor over an extended period of time; ability to lift 50 pounds.

**Required Education, Training Experience and Certification:**

High school diploma or equivalent. Experience and knowledge in process control and operating and maintaining mechanical equipment and operating electrical equipment in a wastewater treatment facility.

Operator position shall require a minimum of an Ohio EPA Wastewater “Operator in Training” status or having passed the Ohio EPA Class I Wastewater Certification Examination.

The current possession of a Class I, II, or III Ohio EPA Wastewater Certification will be considered as having fulfilled this requirement.

**Desired Education, Training, and Experience:**

Participation in professional courses, seminars, or workshops conducted by the Ohio Water Environment Association, Operators Training Committee of Ohio, or similar organization. Supplemental courses in biology, chemistry, or other natural science concentration or related field would be helpful.

**Special Requirements:**

Possession of a valid Class B Commercial Driver’s License with Air Brakes and Tanker Endorsement is preferred. An employee hired, transferred, or promoted to this position must at minimum present proof on the first day of work that they have a CDL Instruction Permit. Employee newly hired or transferred shall receive on the job training at the Employer’s expense and shall be required to obtain the necessary CDL within one hundred twenty (120) days of appointment to the position.

Must have and maintain a good driving record as outlined in the City’s Motor Vehicle Safety and Usage Policy.

**Essential Job Functions:**

1. Visually and audibly inspect both interior and exterior plant equipment for proper operation by walking through the plant facility, climbing up and down stairways, climbing up and down ladders, climbing onto roofs, and entering confined spaces.
2. Lean over a variety of tanks and collect samples of wastewater and sludge for analysis.
3. Effectively monitor and coordinate operational activities including, but not limited to, reading gauges, dials, graphs, recording data, starting and stopping various wastewater treatment equipment such as pumps, digesters, clarifiers, blowers, and valves.

4. Adjust a variety of wastewater treatment equipment, such as but not limited to, pump flow rates, boiler pressures, valves, chemical feed rates, and aeration rates.
5. Perform wastewater laboratory analyses and make mathematical calculations.
6. Lift items up to 50 lbs.; be able to climb and work from stairs, ladders, and/or scaffolding; bend, crawl, and walk a distance up to 1 mile.
7. Clean, maintain and repair a variety of wastewater plant equipment found in a water reclamation facility.
8. Maintain the grounds of the facility and pump stations by mowing, weed eating, etc.
9. Operate dump trucks, pickup trucks, forklift, drills, saws, and a variety of other hand tools.
10. Work varied shifts.
11. Work in cold weather, hot weather, and other unfavorable weather conditions.
12. Produce handwritten communications, type on a computer or typewriter, operate office equipment such as fax machine, copier, or other light office equipment.
13. Have sufficient vision to complete handwritten forms, read and write the English language, and maintain public records.
14. Possess a high school diploma or equivalent.
15. Have sufficient hearing to identify warning signals, buzzers, and/or other audible safety devices
16. Possess the knowledge and willingness to execute proper safety procedures as outlined in the City of Kent safety policies.
17. Have the ability to conduct effective oral and written communications with co-workers, management, and the general public.
18. Possess a valid State of Ohio Class B commercial driver's license with Tanker Endorsement within one hundred twenty (120) days of appointment to the position and must have and maintain a good driving record as outlined in the City's Motor Vehicle Safety and Usage Policy.
19. Work safely with the various industrial chemicals found in a water reclamation facility.

**Credit for Military Service:** 20% extra credit for an applicant who has completed service in the uniformed services, and has been honorably discharged, or has transferred to the reserve with evidence of satisfactory service, or is a member of the National Guard or a reserve component of the armed forces of the United States who, at the time of the examination, has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of the Congress of the United States OR  
15% extra credit for any applicant who is a member in good standing of a reserve component of the armed forces of the United States, including the National Guard. The applicant must submit proof that the applicant successfully completed entry-level training.  
Extra credit will be added to a composite score only after a passing score has been attained. A copy of the applicant's honorable discharge, the DD-214, or certificate of service **MUST BE SUBMITTED** with the Civil Service Application at the time of applying.

**Accommodation for Testing:** Persons requesting an accommodation for testing must provide seventy-two (72) hours written notice to the Kent Civil Service Commission to have the request considered.

**Special Note:** In order to be admitted to the Civil Service Examination applicants must present valid picture identification (such as a driver's license.) Only those applicants that have filed a Kent Civil Service Application with the Civil Service Commission before the date of the test will be admitted to participate in the examination.

**Firearms, deadly weapons, and dangerous ordinances are not permitted at the testing site.**

**The City of Kent does not unlawfully discriminate on the basis of race, color, religion, sex, nation origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in employment.**

***The duties listed above are intended only as illustrations 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 contract and is subject to change as the needs of the employer and requirements of the job change.***