

WASTEWATER MAINTENANCE/ OPERATOR JOB ANNOUNCEMENT



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Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolitan area and has earned a reputation as a progressive, innovative community. The city is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 35,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the city has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the city is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The city also has two private schools that educate

about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.



Almost all of the day-to-day needs of families can be found right in the City, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. The Grizzly Golf and Social Lodge, Great Wolf Lodge, and Kings Island amusement park all lie within City boundaries. The city is also home to the annual Cincinnati Open, a championship men's and women's tennis tournament. Eight City parks cover 300 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance

and ensures that the entire community is being served. The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team.

Wastewater Maintenance / Operator

This job announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates for this position to possess, and provides background information on the community and the City of Mason.

Importantly, this job announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview, and for appointment consideration.

A completed application and résumé, with salary history, must be received for consideration. All applications must be submitted online at imaginemason.org. A résumé will not be accepted in lieu of the aforementioned information. Certification documentation will not be accepted at this time and will be destroyed if forwarded.

Candidate Qualifications Profile

Hiring Range: \$26 - \$37.44 DOL
Rate of Pay: 40 Hours Per Week
Classification: Classified
Reports To: Public Utilities Director/Designee
FLSA: Exempt
Posted: March 13, 2025
Department: Public Utilities
Status: Full-Time

General Statement of Duties and Distinguishing Features of Class

The Wastewater Maintenance / Operator works under the general direction of the Public Utilities Director or designee and is responsible for Water Reclamation Plant operations, sanitary sewer collection system, and storm water collection system including but not limited to maintenance, treatment plant process control and operations, systems and equipment operation, inspections, pre-treatment, and construction. The employee is cross trained in both treatment plant maintenance and operation including lab tests as well as sanitary and storm collection system maintenance. Duties require work to be frequently performed and supervised under challenging conditions and use of proper safety equipment and procedures to prevent injury.

This is a public service job based in trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Examples of Work (Illustrative Only)

- Operates and controls electric motors, pumps and valves to regulate the flow of wastewater into the treatment plant;
- Performs lab tests, documents and maintains accurate records;
- Monitors, adds, and adjusts chemicals directly or through automatic devices which disinfects, deodorizes, and clarifies water;
- Monitors gauges, dials, computer screens and printed records to assure proper quality and quantity of flow through the plant;
- Cleans, repairs, and maintains equipment; Create records and reports;
- Follows and enforces safety rules and practices;
- Cleans and inspects sanitary and storm sewer systems;
- Inspects, operates, and maintains lift stations;
- Conducts utility locates;
- Inspects and maintains equipment and machinery in the treatment plant. Monitors, controls and adjusts flow of sewage. Starts and stops pumps, engines, and generators to control flow through preliminary treatment, settling, aeration and sludge digestion

- processes. Collects and tests samples using laboratory methods and equipment. Maintains water reclamation plant records and follows governmental regulations concerning wastewater and treatment. Collects and transfers sludge as needed;
- Studies blueprints, specifications and other planning aids;
 - Inspects materials, equipment and supplies;
 - Establishes and maintains effective working relationships with superiors, other employees, agencies, and the public;
 - Assists other departments in the organization and/or completion of projects;
 - Participate in the Ice and Snow operations as assigned;
 - Builds and repairs catch basins;
 - Municipal pool maintenance, cleaning, pump repairs, pre-season and post season opening and closing;
 - Per the CBA employees will be expected to report for work within 45 minutes for on call, or call in emergencies.

Skills, Knowledge, and Abilities: The following is preferred

- Requires an Ohio EPA Class I Wastewater Operator or Class I Wastewater Collections Certification. Candidates with an Ohio EPA Class I Wastewater Collections Certification are required to obtain an Ohio EPA Class I Wastewater Operator Certification within 24 months of obtaining on-the-job experience that meets Ohio EPA experience requirements for examination.
- Prefer basic knowledge of electrical troubleshooting - motors, controls, fuses, continuity, voltage, amps, etc. Prefer experience in wastewater treatment facility and lift station equipment, but not necessary.
- Requires experience with equipment maintenance - pumps, motors, changing oil, general repairs, troubleshooting.
- Graduation from high school or attainment of a GED.
- Must have a valid Operator's License and be able to obtain a valid Ohio Commercial Drivers License (Class A) with tanker endorsement within (6) months of hire.
- Understand and follow instructions and directions;
- Requires ability to measure and compute basic mathematical equations; Prefer ability to work with and on a computer producing reports and general communication;
- Ability to operate with limited supervision;
- Ability to problem solve;
- Good public and employee relations skills;
- Good knowledge of the occupational hazards and safety rules and precautions;
- Prefer ability to drive equipment and knowledge of basic construction projects (catch basins, forms, forklift, backhoe, vac. truck, frontend loader and equipment removal / reinstallation);
- Prefer knowledge of methods, materials, equipment, plant wastewater operations, and techniques used in municipal public utilities services;

Candidate Qualifications Profile (Continued)

- NOT REQUIRED BUT A PLUS: Obtain Ohio Department of Commerce Backflow Certification by possessing an OEPA- Class 1 Water Distribution or Water Treatment Operator 1 License. The backflow course will be paid for by the City of Mason. The City of Mason tests multiple backflow devices.

Physical Requirements:

- Lift, position, and move materials of seventy (70) pounds or less without assistance;
- Excellent physical condition - able to repeatedly bend, lift or manipulate objects of 50lbs. or greater on a routine basis;
- Manual dexterity to grasp, push, and pull, perform fine manipulations;
- Foot dexterity such that repetitive use of feet in operating machines, crawling, standing, sitting, and walking is possible;
- Auditory acuity to hear the pager, radio, or communication from far distances;

- Ability to sit for extended periods of time in a motor vehicle;
- Ability to be on call;
- Ability to operate efficiently in varying weather extremes;
- Ability to perform maintenance and equipment operator tasks;
- Visual acuity to distinguish short and long distances;
- Ability to read and write and communicate clearly.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.

City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

Benefits Profile

- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible insurance plan with optional HSA. Employee portion of the plan is \$91/month single, \$182/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision combination coverage of \$3,100 or \$4,500 for \$100 per month or less.
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.
- Sick leave - Accrual rate of 8 hours of sick leave for every 30 days worked (sick leave may not be taken while on probation). Sick leave does not accrue until employee has successfully completed 6 months of employment.
- Life insurance policy of \$50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.

- Probationary period of six months.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- Earnings tax withheld - 1.12%
- Comprehensive wellness program available to all full-time employees with opportunities to earn for HSA contributions and other incentives.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

Application Requirements

Applications for this position must be filled out online by visiting imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior to the closing date listed above the candidate qualifications.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

Please Apply Online

imaginemason.org

*Equal Opportunity Employer
Women, Minorities, and Others are Encouraged to Apply*

