NOTICE OF JOB OPENING

THIS NOTICE MUST BE POSTED WHERE IT WILL BE SEEN BY MEMBERS OF THE BARGAINING UNIT.

There is an opening for the position of Operator Trainee at the Water Treatment Plant. The Grade 1 wage for this position is $23.45, Grade 2 is $24.28, Grade 3 is $25.15, Grade 4 is $26.00 per hour as of January 1, 2026, plus applicable miscellaneous pay. The person holding this position is responsible for performing the duties as per the general job description that is attached.

This position will be filled in accordance with Article 25 of the current Labor Agreement by and between the International Union of Operating Engineers, Local 18-S Unit A and the City of Shelby, Ohio. This notice is being posted on November 9, 2026. Bid sheets are available from your Superintendent or from City Hall and must be returned to City Hall no later than 4 p.m. on November 23, 2026. Applicants may attach any information, which they feel to be relevant to their applications.

Any questions concerning the above may be directed to the department Superintendent, Director of Utilities or the Mayor.

Steven J Schag

Mayor Steven Schag, City of Shelby

Attachment: Job Description.

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_____

Mayor Steven Schag, City of Shelby

Attachment: Job Description.

City of Shelby, Ohio
JOB DESCRIPTION

Job Title: Operator Trainee
Department: Water Treatment Plant
Reports To: Superintendent, Chief Operator
Classification Status: Classified
Employment Status: Full-Time
Operation Hrs: All Shifts, Weekends, and Holidays (per operational schedule)
FLSA Status: Non-Exempt
Adopted Date: 3/4/2019

POSITION SUMMARY Under immediate supervision, is responsible for performing any and all tasks in connection with the Water Treatment Plant, for performing water quality tests, and doing general maintenance at the Water Plant. Shall acquire the skills and knowledge to be promoted to the position of Operator within one year of holding the Operator, Trainee position. Performs other related tasks as required. Regular and predictable attendance.

ESSENTIAL FUNCTIONS OF THE POSITION

30% - Through training, understands the necessary knowledge, licenses and certifications to operate the water plant. Learns how to perform water quality tests for Chlorine, Hardness, Alkalinity, PH, Turbidity and Fluoride to be lab certified by the Ohio EPA.

30% - Through training, understands the necessary knowledge on how to make adjustments to the raw water flow, plant production and chemicals to ensure proper treatment of the water. Learns how to troubleshoot and perform maintenance on the equipment associated with the water plant.

20% - Through training, understands the necessary knowledge on the treatment, equipment, and chemicals used at the reservoirs. Training will also consist of preparing the operational reports necessary for the water plant.

20% - Performs general maintenance of the water plant and grounds including; mowing, trimming, painting, raking, sweeping, and any general maintenance deemed necessary by the Superintendent or the Chief Operator.

NON-ESSENTIAL FUNCTIONS OF THE POSITION This job description in no manner states or implies that these are only duties and responsibilities to be performed by this position. Percentage of duties and responsibilities can change by availability of work. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES This job has no supervisory responsibility.

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.

CERTIFICATES, LICENSES, REGISTRATIONS Possession of a valid State of Ohio motor vehicle operator's license. Must possess an Ohio EPA Class I Water Supply license within two years of hire. Must possess an operational laboratory certificate from the Ohio EPA within one year of hire. Retention of such license and certificates are a condition of continued employment.

EDUCATION and/or EXPERIENCE License, or Certificate, or Degree in related field(s) or one to three months related experience and/or training in the related fields; or equivalent combination of education and experience. High School diploma or G.E.D. is required.

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. While performing the duties of this job, the employee is occasionally required to stand, walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50-pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with US Department of Labor physical demands strength rating, this is considered medium work.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives; risk of radiation; and vibration. The noise level in the work environment is usually moderate.

LANGUAGE SKILLS Ability to read and interpret documents such as blue prints, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

My signature below signifies that I have reviewed and understand the contents of my job description.

_____

Operator, Trainee Date

APPROVED:

Steven L Schog 3-4-2019

Mayor Date

Developed By: je/jl