

The City of Chillicothe Civil Service Commission is accepting **INTERNAL/EXTERNAL** applications to establish an eligibility list. Preference will be given to AFSCME employees but we encourage other employees and outside candidates to apply for the following position:

**PRE-TREATMENT COORDINATOR
UTILITIES DEPARTMENT**

APPLICATIONS ACCEPTED: May 21 – June 4, 2024

HOURLY RATE: \$23.85 - \$27.97

- You may obtain the application in the Human Resources office located at 35 S. Paint Street Chillicothe Ohio, 45601 and online at www.chillicothe.com
- Completed applications and resumes must be submitted to the Human Resources office between 7:30a-4:30p Monday-Friday or emailed to hr@chillicotheoh.gov

NATURE OF WORK:

Responsible for the work and operation of a wastewater pre-treatment program and laboratory work. Responsible for the planning and performance of pre-treatment monitoring and laboratory testing for efficient and acceptable operations for industries and the wastewater treatment plan.

ESSENTIAL JOB FUNCTIONS:

- Plans and performs all monitoring and sampling of industrial discharges.
- Plans and performs all laboratory tests relative to the pre-treatment process.
- Maintains and operates equipment used for pre-treatment monitoring and sampling.
- Maintains stock of equipment and supplies, controls the use of materials, and submits requests for supplies needed to the Wastewater plant supervisor.
- Gathers plant, stream, and industrial samples for testing and prepares samples for shipping to other laboratories when needed.
- Maintains files and records of all pre-treatment activities and prepares clear and concise reports.
- Must be able to stoop, bend, squat, walk up and down several flights of stairs, ascend and descend on a ladder and lift heavy objects.

CRITICAL SKILLS:



- Thorough knowledge of the methods, procedures, and materials used in the operation of a wastewater pre-treatment program according to the federal and Ohio EPA.
- Considerable knowledge of the physical, chemical, and biological processes involved in the treatment of wastewater. Basic knowledge of chemistry and microbiology.
- Demonstrated skills in the use of equipment for pre-treatment sampling, monitoring, and lab testing.

REQUIRED EXPERIENCE/TRAINING:

- **Must possess a high school diploma or a G.E.D.**
- Valid drivers license and insurability under the city's fleet coverage requirements.
- Class I OEPA Wastewater Operator Certificate.
- Two years of experience or Ohio EPA equivalent in wastewater treatment.
- Pass physical exam as well as drug and alcohol test by doctor and medical laboratory.
- Courses in pretreatment procedures, laboratory procedures, chemistry, and wastewater treatment as required.

[A full job description is available in the Human Resources Office](#)

