



**CIVIL SERVICE APPLICATIONS ACCEPTED
FOR THE POSITION OF
WASTEWATER TREATMENT PLANT OPERATOR**

General Requirements:

- High school graduate or equivalent.
- Minimum one (1) year experience at a Waste Water Treatment Plant.
- Class I (one) Wastewater Works Certification (or higher) from the OEPA.
- Must successfully pass written exam with a minimum score of 70 percent and medical examination.

General Information:

Applications, general requirements, the job description, and details of the position are available for pickup at the Avon Lake Municipal Building, 150 Avon Belden Road, between 8:00 a.m. and 4:30 p.m. beginning on Monday, January 31, 2022. **Completed applications must be returned by 4:30 p.m. on Friday, March 18, 2022.**

Individuals whose application indicates they meet minimum qualifications will be permitted to sit for the written test. If any applicant or prospective applicant requires reasonable accommodation (per the Americans with Disabilities Act of 1990) to participate in any examination phase noted herein, the applicant must advise the Civil Service Commission in writing and provide supporting medical documentation. Each request will be reviewed on a case-by-case basis. The submission of a request does not necessarily mean that the request will be granted. Individuals with disabilities may contact the Clerk of the Civil Service Commission at 440-933-6141, for additional information or assistance.

Written Exam

A written exam will be given at the Old Firehouse and Community Center at 100 Avon Belden Road, Avon Lake on **Thursday, March 24, 2022 at 6:00 p.m. Registration begins at 5:30 p.m.** A photo ID is required for entrance to the assessment. **No one will be admitted to the test site after the exam has begun.**

In the case of a tie score on the written exam, the application returned the earliest will receive the higher ranking.

**** Due to the current pandemic and in the interest of safety, applicants will minimally be required to complete a Liability Waiver, participate in COVID-19 Pre-exam Screening, wear a mask at all times (unless providing medical exemption documentation) and practice social distancing.**

Additional Credit for Military Service

In accordance with Avon Lake Civil Service Rule 9(B), Veterans who qualify for Military Service Credit may receive either 5 or 10 points added to the final passing score of their civil service examination. In order to qualify for the credit, **candidates must submit the required documentation at time of application and not later than date of exam.** Required documentation shall be any official documentation from a branch of the U.S. Armed Forces (e.g. DD214 Member 4 Copy) and/or the U.S. Department of Veterans Affairs that identifies:

- a. Branch of service
- b. Dates of service
- c. Total amount of active service
- d. Character of service (e.g., honorable, under honorable conditions, general)
- (And as Applicable)**
- e. The present existence of a compensable service-connected disability of 30 percent or more

The \$25 filing fee is payable to the City of Avon Lake upon returning your completed application to the Municipal Building. Said fee shall be in the form of cash or personal check payable to the City of Avon Lake.

THE CITY OF AVON LAKE IS AN EQUAL OPPORTUNITY EMPLOYER.