



## Operator Assistant City of Wheeling

The Municipal Civil Service Commission will be giving an exam for the position of **Operator Assistant**. The list established from such exam will be utilized for hiring of this position for up to the next two years.

**Duties specific to WTP:** Gains experience through on-the-job training in all stage of water treatment and pumping processes. Inspects equipment, tanks, pumps, meters, and analyzers to be sure that they are functioning properly. Maintains records of flows, chemicals, chemical dosages, tank levels, and water quality for State reports and internal records. Monitors spill conditions on River and responds accordingly.

Inspects, monitors, and cleans filters, filter equipment and instruments. Operates, maintains, and calibrates chemical feed pumps and analyzes calibrations. Cleans treatment plant and equipment. Monitors pumps to ensure appropriate water flows and maintain appropriate storage tank levels. Adjusts pumps as required by system demand in compliance with policies and procedures. Operates and monitors well supplies and pumping station equipment. Completes booster and pump station records to document actions taken and status of system.

**Duties specific to WPCD:** Monitors wastewater treatment process to ensure properly disinfected water is released. Collects samples of raw and treated sewage. Conducts tests to monitor solids and pH of effluent at various stages of treatment. Maintains chlorine residual of the plant effluent within limits. Monitors and maintains dissolved oxygen and pH of treatment processes. Monitors plant system gauges and meters to ensure efficient plant operation. Monitors pumps and other equipment to ensure proper operation. Maintains accurate logs and records pump readings and values. Notes any changes processing in reports.

Removes foreign objects such as wood, metal, and plastic objects, clothing, etc. from wastewater. Removes and disposes of sludge. Runs belt fitter presses to load dump trucks with sludge removed during treatment process. Maintains plant and grounds, including cleaning, cutting grass, snow removal, painting, etc. Assists mechanics in repair of plant equipment as required.

Starting salary is \$17.64 /hr with increase after 6 months.



**HUMAN RESOURCES DEPARTMENT**  
**CITY OF WHEELING, SUITE 301**  
**1500 CHAPLINE STREET**  
**WHEELING, WV 26003**

Any full-time internal employee with the required qualifications interested in taking this examination must complete a Municipal Civil Service Commission classified application **and return to the Human Resources Department, Room 301, City County Building, no later than 4:00 p.m. on Friday, February 2, 2018.**

Forms are available at each City Department/Division or you may obtain a form in Room 301 of the City County Building. **This position is being posted internally and externally.**

**No telephone calls, please.**  
**EOE**