

**AGENDA**  
**OXFORD CIVIL SERVICE COMMISSION**

**SPECIAL MEETING**

**MUNICIPAL BUILDING**  
**2<sup>ND</sup> Floor Conference Room**

**March 10, 2015**

**5:00 P.M.**

**MEMBERS**

Karen Martino, Chairperson  
James Burchyett, Vice Chairperson  
Bill Brewer  
Greg Smith  
Brian Martin

**STAFF**

Donna Heck, Human Resources Director, City of Oxford  
Kim Newton, Recording Secretary

- I. Call to Order.
- II. New Business.
  - A. Approval Fire Captain Eligibility List - City of Oxford. Pg. 2
  - B. Approval Wastewater Plant Mechanic I Eligibility List - Service Department, City of Oxford. Pg. 4
- III. Adjournment.

## STAFF REPORT

TO: Civil Service Commission  
FROM: Donna Heck  
DATE: March 4, 2015  
RE: APPROVAL OF OXFORD FIRE CAPTAIN ELIGIBILITY LIST

Attached for your approval, is the Eligibility List of the candidates for the Fire Captain position in the Fire Department.

There were thirty-six (36) applicants. Thirty-two (32) took the exam; eighteen (18) failed; fourteen (14) passed; and there were four (4) no shows.

We started the employment process with the physical ability testing for the fourteen (14) applicants who passed. There were two (2) no shows and one (1) withdrew prior to exam date. All eleven (11) candidates passed the physical ability test.

Following approval of the eligibility list, the top ten (10) applicants will participate in the Ohio Fire Chief's Association Assessment Center module.

Following the assessment, the top five candidates will be recommended and interviews will be scheduled with an interview committee involving the Fire Chief, City Manager, Human Resources Director and possibly another staff member TBD. A recommendation for appointment will be made to the City Manager from the top five (5) candidates.

Attachment:

ELIGIBILITY LIST - FIRE CAPTAINS

NO.	NAME	
1	WANDSTRAT, BRIAN	
2	STARK, DAVID	
3	MILLER, ANTHONY	
4	ALDRICH, PATRICK	
5	MEADOR, CHRISTOPHER	
6	FIELDS, JUSTIN	
7	JOHNS, CHRISTOPHER	
8	BOWLING, BRYAN	
9	SAMSON, JORDAN	
10	COOK, ANDREW	
11	BAUMANN, BRYON	

# Memorandum

**To:** Civil Service Commission  
**From:** Donna Heck  
**Date:** March 5, 2015  
**Re:** Approval Plant Mechanic I – Wastewater Plant Division – Service  
Department

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Attached, for your approval, is the Eligibility List of the candidates for Plant Mechanic I. The position was advertised in the Cincinnati Enquirer, Hamilton Journal, and the City website. A copy of the advertisement is attached.

The City received seventeen (17) applications. Six (6) of the applicants did not meet the requirements of the job description. This resulted in a total of eleven (11) qualified applicants. The complete listing of applicants is attached. A copy of the job description is also attached.

The eleven (11) applications were reviewed and ranked according to the following criteria by the Service Director and the Wastewater Treatment Plant Manager:

- Current position
- Relevance of current position
- Years of experience

Interviews were held with five (5) of the candidates and upon approval of the attached eligibility list, a recommendation for appointment will be made to the City Manager. The Commission will be notified when an appointment is made.

Attachments:

PLANT MECHANIC I = ELIGIBILITY LIST

	<b>LAST NAME</b>	<b>FIRST NAME</b>
1	WELLS	CLINTON
2	BARNES	WARREN
3	ABRAMS	CHRISTOPHER
4	METZ	ZACHARY
5	RICHARDSON	JACOB

POSITION TITLE: PLANT MECHANIC I  
 DEPARTMENT: SERVICE  
 DIVISION: WASTEWATER (PLANT)  
 STATUS: NONEXEMPT



## Position Description

REPORTING RELATIONSHIPS		
POSITION REPORTS TO Wastewater Plant Manager		DIRECT REPORTS BY TITLE  Not Applicable
DIRECT: 0	INDIRECT: 0	

**POSITION FUNCTION**  
 Performs a variety of semiskilled and skilled work in the maintenance and repair of the City's wastewater treatment equipment.

**JOB RESPONSIBILITIES: ESSENTIAL FUNCTIONS**

- Records statistical data concerning equipment maintenance.
- Maintains, repairs and replaces equipment as necessary.
- Prepares preventative maintenance work orders.
- Adjusts plant equipment for optimum performance.
- Notifies supervisor of mechanical problems with equipment

**JOB RESPONSIBILITIES: ADDITIONAL EXAMPLES OF WORK PERFORMED**

- Notifies supervisor of completed repairs.
- Performs other related duties as assigned.

**PHYSICAL REQUIREMENTS**  
 Employee is regularly required to see, stand, walk, use hands, reach with hands and arms ascend or descend ladders, stairs, scaffolding, ramps, poles using feet, legs, hands and arms, and lift and/or move up to 50 pounds.

**REQUIRED SKILL SETS**

**OCCUPATIONAL / TECHNICAL SKILL SET**

Knowledge of the repair, troubleshooting and maintenance of high voltage motors and circuits.

Knowledge of the repair and maintenance of equipment used in wastewater treatment.

Knowledge of the repair and maintenance of HVAC equipment.

Knowledge of required safety practices and procedures.

Ability to troubleshoot equipment problems.

Ability to adjust and detect flaws in various types of equipment used in wastewater treatment.

Proficiency in Microsoft Excel, Word & Plant Maintenance Database.

Troubleshooting and calibration of process instruments.

**ADMINISTRATIVE SKILL SET**

Ability to organize work, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.

Ability to handle multiple priorities and projects.

**COGNITIVE SKILL SET**

Ability to perform standard business arithmetic, including percentages and decimals.

Ability to apply logical thinking to solve practical problems.

Ability to deal with a variety of concrete variables in standardized situations.

Ability to read and interpret documents such as safety rules, technical manuals, operations and maintenance instructions, and procedure manuals.

Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

Ability to demonstrate initiative and independent judgment.

**INTERPERSONAL SKILL SET**

Ability to establish and maintain effective working relationships with various individuals or groups.

**DESCRIPTION OF WORKING CONDITIONS**

Employee must work in a variety of weather conditions, occasionally works in pits or underground, and is exposed to chemical and biological hazards and wet conditions.

**EXPERIENCE, EDUCATION, AND LICENSING REQUIREMENTS**

High school diploma or equivalent; certifications in industrial electricity, motors, and plans a plus; possession of a valid state driver's license; 3 years of related experience; or any combination of education, training, and work experience which provides the required skill sets to perform the essential functions of the job.

LAST REVISED

CONTENT APPROVED BY

APPROVAL DATE

**PLANT MECHANIC I  
City of Oxford**

The Service Department has an opening for a Plant Mechanic I in the Wastewater Treatment Plant Division. This individual would perform general maintenance and repair of the City's wastewater treatment equipment. Duties would include recording statistical data concerning equipment maintenance, prepares preventative maintenance work orders, adjusts plant equipment for optimum performance, maintains, repairs and replaces equipment as necessary. Must possess a valid State driver's license, certifications in industrial electricity, motors and blueprints, 3 years related experience or combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job. Salary range: \$37,735-\$41,927, plus excellent benefit package. Deadline for submission of applications is **January 2, 2015**. Please submit your resume, salary history and 3 business references to:

Human Resources Department/Plant Mechanic I  
City of Oxford  
101 East High Street  
Oxford, Ohio 45056  
FAX: 513-523-7769  
Email: [dheck@cityofoxford.org](mailto:dheck@cityofoxford.org)

EOE: <http://www.cityofoxford.org>



PERCENTAGE FOR ELIGIBILITY RANKING

PLANT MECHANIC I

WORK EXPERIENCE: (YEARS OF EXPERIENCE/POSITION)	35%
INTERVIEW:	25%
OCCUPATIONAL/TECHNICAL SKILLS:	40%

## PLANT MECHANIC I

Verifies the quality of wastewater effluent and communicates those findings to the City's wastewater treatment personnel and the EPA via the Chief Operator.

Requirement: Ohio EPA Wastewater Treatment Class II certification.  
Possession of a valid state driver's license.  
High School Diploma or Equivalent  
1 year responsible, related experience or combination.

### Interview - 25%

Applicants will be interviewed using a series of core questions prepared according to position/division. All applicants will be given an opportunity to provide any additional information they feel relevant to the open position. An applicant's ability to communicate effectively, including their ability to express ideas and articulate clearly, as well as their interpersonal skills during the interview will be evaluated. Consideration will also be given to appearance, presentation and desire for the position.

### Occupational/technical skills - 40%

Knowledge of the repair, troubleshooting and maintenance of high voltage motors and circuits; knowledge of the repair and maintenance of equipment used in wastewater treatment; knowledge of the repair and maintenance of HVAC equipment; knowledge of required safety practices and procedures; ability to troubleshoot equipment problems, ability to adjust and detect flaws in various types of equipment used in wastewater treatment; troubleshooting and calibration of process instruments; proficient in Microsoft excel, word and plant maintenance database.

### Work Experience - 20%

(Years of Experience/Current Position)

The applicants work experience will be reviewed including their years of experience in the Wastewater/Water field, any type of government experience with an emphasis on municipal experience. Comparable work experience will also be considered.

Additional credit, based on the following, will be added to the applicants score to determine their total score.

Educational Credit: 1% - 5% based on number of semester hours completed.

Years of Service: - up to a maximum of 5% based on the number of hours worked for the City or the Talawanda School District.

Military Credit: 1% - 5% based on number of years of service.