WASTEWATER MAINTENANCE MECHANIC II TRAINEE

The Willoughby Civil Service Commission is accepting applications for the position of Wastewater Maintenance Mechanic II Trainee. Candidates must possess the necessary skills and ability to assist and learn to perform troubleshooting, diagnosis, and repairs to industrial equipment. Candidates must possess a high school diploma or equivalent. Possession of a valid State of Ohio commercial driver's license (CDL) with Class A certification with applicable endorsements, and the ability to demonstrate mechanical abilities in repairing equipment and machines. Obtainment of a State of Ohio Class 1 Operator Wastewater Works Certificate is required within 2 years.

Skills must include the following: the ability to install and repair pumps, perform minor building maintenance, operate a tractor- dump trailer combination vehicle to transport WPCC generated biosolids. Applicants must also possess the ability to follow prescribed methods and processes, maintain proper records, and maintain effective working relationships. The starting rate is $32.56 an hour with pay progression. Eligible candidates may be screened with a practical test and will be subject to a background check, medical examination, and drug testing.

Benefits include medical, vision, dental, and life insurance. Paid boot and clothing allowance. Paid holidays, vacation, sick time, and personal days. Retirement benefits are paid through the Ohio Public Employees Retirement System. Participation in Ohio Deferred Compensation is optional. Union membership is optional.

Please submit resume and application by December 4, 2026 to civilservice@willoughbyohio.com (please include "Maintenance Mechanic II Trainee" in the subject line) or City of Willoughby, One Public Square, Willoughby, Ohio 44094, Attn: Civil Service Commission. Applications are available online at www.willoughbyohio.com/employment

AN EQUAL OPPORTUNITY EMPLOYER

PLANT MAINTENANCE MECHANIC II TRAINEE

RESPONSIBILITIES: Under the general supervision of the Wastewater Plant Superintendent and/or the Assistant Superintendent and the direct supervision of the Maintenance Supervisor I, is responsible for assisting in the installation, maintaining and repairing a wide variety of mechanical equipment, machines, pumps, pipe, electrical repairs, etc.; performs related duties as required.

EXAMPLE OF DUTIES: (These are examples only. An employee may be required to perform other duties in an emergency, or for short periods of time when substituting for another worker who is on authorized leave without any change in title or rate of pay.)

Installs and repairs pumps, motors, compressors and conveyors.

Does minor building maintenance, maintains the outside of the building; may do minor maintenance on electrical equipment, trucks and tractors; repairs and repacks valves; installs water lines; aligns motors to pumps and fans; repairs and replaces conveyor belts;

Knowledge of operation of all equipment in the Plant, repairs overhead cranes; dismantles and replaces bearings and seals on pumps, motors;

Cuts metal with acetylene torch; removes and replaces worn out parts and gears; replaces worn rollers, sprockets and drive chains and conveyors;

Checks oil temperatures, greases and oils moving parts of equipment, machines; checks bearings to determine need for replacement and lack of lubrication.

Operates a truck to pick up parts and equipment; operates a tractor-dump trailer combination vehicle to transport WPCC generated biosolids and other materials as needed to a disposal site; may mow grass and help remove ice and snow from premises; maintains working area in clean, orderly condition; maintains records and prepares reports; may supervise a helper if required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the standard practices, methods, materials and tools of the mechanics trade; general knowledge of the working qualities of various metals; ability to do acetylene and electric welding; ability to work from blueprints, pencil layouts, broken parts and written and oral instructions; ability to do precision work; ability to develop and maintain effective working relationships with associates; willingness to work at heights up to forty feet above the floor; willingness to be on call for maintenance work; knowledge and ability to use all basic mechanical, electrical and pipe fitting tools.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS: which should be possessed by the applicant at the time of his interview with the Civil Service Commission.

Completion of the twelfth grade of school. Comparable work experience may be accepted in lieu of the educational requirement as determined by the Commission.

Demonstration of mechanical ability in repairing equipment and machines.

Possession of a valid State of Ohio commercial driver’s license (CDL) with Class A certification with applicable endorsements.

Must obtain a valid State of Ohio Class I Operator Wastewater Works Certificate within 2 years.

PROBATIONARY PERIOD: Six months.

Approved by the Civil Service Commission: 8/17/22