



NOTICE

The City of Ottawa Civil Service Commission is accepting applications to establish an eligibility register for future positions in Public Utilities-Water/Wastewater. **Knowledge of water/wastewater operations is recommended, but not required for this examination.**

Study materials for this exam can be found on the following web links:

<https://www2.illinois.gov/epa/topics/water-quality/wastewater-operator-certification/Pages/study-guides.aspx>

<https://quizlet.com/11328228/water-treatment-operator-certification-study-guide-awwa-flash-cards>

Job Description: Under limited supervision, operates motorized equipment and performs semi-skilled work in the operation and maintenance of Water and Wastewater Infrastructure and Treatment Plants. Performs other duties as assigned. Must obtain CDL within 6 months of accepting position, and continuously maintain the same during employment.

Duties may include, but are not limited to:

- Ability to work in adverse weather; be subject to after-hours, weekend and holiday callback.
- Perform service and routine repairs to equipment.
- Collect samples, complete routine laboratory testing, and maintain accurate records.
- Operate skid steer loader, backhoe and wheel loader with various attachments.
- Operate turf maintenance mowers and equipment.
- Perform routine buildings, plantings and grounds maintenance.
- Operate trucks for snow removal, salt application and material handling.
- Will be assigned to On-Call Rotation after a period of training.
- Perform manual labor as required.

Residency within five (5) miles of the corporate limits of the City of Ottawa must be established and maintained within fifteen (15) months of employment.

Future employment is subject to satisfactorily passing a criminal background check, a physical agility test and a medical examination which includes a test to screen for the use of drugs and/or narcotics.

Applications are available at Human Resources, first floor, City Hall from 8:00 a.m. until 4:30 p.m. or at www.cityofottawa.org.

Completed applications must be returned by close of business on or before Wednesday, July 17, 2019 to be eligible to take the exam. No applications will be accepted after this date.

This exam will be given at IVCC Ottawa Center, 321 West Main Street, Ottawa, Illinois on **July 24, 2019** beginning promptly at 6:00 p.m. Candidates arriving after 6:00 p.m. will be denied admittance.

The City of Ottawa is an equal opportunity employer, not discriminating on basis of age, country of national origin, creed, race, religion or sex.

CITY OF OTTAWA

Public Utilities-Water/Wastewater Division

THIS APPLICATION MUST BE RETURNED TO CITY HALL NO LATER THAN
4:30 p.m. Wednesday, July 17, 2019

TEST DATE: Wednesday, July 24, 2019
@ IVCC Ottawa Center, 321 West Main Street, Ottawa, Illinois
6:00 p.m.

Candidates arriving after 6:00 p.m. will be denied admittance

AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL DATA

NAME: _____ S.S.#: _____
(LAST) (FIRST) (M.I.) (BIRTH NAME)

STREET: _____ HOME PHONE: (____) _____

CITY: _____ STATE: _____ ZIP: _____ WORK PHONE: (____) _____

Email address: _____

EMPLOYMENT DATA

Are you a U.C. Citizen? ☐ YES ☐ NO
(Proof of U.S. citizenship will be required upon employment.)

DATE OF BIRTH: _____
Month Day Year

SECURITY DATA

I certify under penalty for perjury that I have not been convicted of a felony or any disqualifying misdemeanor as specified in 65 ILCS 5/10-1-7 (c).

Do you have a valid driver's license? ☐ YES ☐ NO (If yes) Issuing State _____

License Number: _____ Expiration Date: _____

FOREIGN LANGUAGE (LIST FLUENT ONLY) _____ ☐ READ ☐ WRITE ☐ SPEAK

Did you serve in the U.S. Armed Services? ☐ YES ☐ NO

What Branch? _____ Dates of Service: _____

Signature of Applicant _____ Date _____