

**AGENDA  
OF THE REGULAR MEETING OF  
LAKEWOOD CIVIL SERVICE COMMISSION  
MAIN AUDITORIUM  
TUESDAY, SEPTEMBER 16, 2025  
5:00 P.M.**

**PLEASE POST**

- I. Roll Call
- II. Reading and disposal of the minutes from the regular Civil Service Commission meeting held via ZOOM on August 19, 2025.
- III. **Old Business:** None
- IV. **New Business:**
  - 1. Request to conduct promotional testing for the positions of Police Captain, Police Lieutenant, and Police Sergeant.
  - 2. Review the updated job description for the Human Services Manager position.
  - 3. Request to conduct a non-competitive exam for the position of Public Works Project Manager.
  - 4. Certification of non-competitive examination for the position of Public Works Project Manager.
- V. Adjournment.

AFSCME Administrative Union  
City website  
Finance  
Human Resources  
Human Services  
Law  
Mayor's Office  
Fire & Union Representatives  
Police & Union Representatives  
Planning/Community Development  
Public Works

\*Executive Session

**(NOTES)**  
**OF A REGULAR MEETING OF  
LAKEWOOD CIVIL SERVICE COMMISSION  
MAIN AUDITORIUM  
TUESDAY, SEPTEMBER 16, 2025  
5:00 P.M.**

Meeting called to order at \_\_\_\_\_ p.m.

- I. Present: Commissioners John Mills, and Nathaniel Szep (**Terry Vincent WILL BE ABSENT**), and Secretary James Motylewski.

Also present: Assistant Law Director Jennifer Swallow, Human Resources Director Claudia Dillinger, Captain William Albrecht and Karen Peterson (Public Works Project Manager applicant).

- II. Reading and disposal of the minutes of the regular Civil Service Commission meeting held via ZOOM on August 19, 2025, without the necessity of reading.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the minutes of the regular Civil Service Commission meetings held via ZOOM on August 19, 2025, without necessity of reading.

Ayes:

Nays:

Motion: Passed unanimously.

- III. Old Business: None

- IV. New Business:

1. Request to conduct promotional testing for the positions of Police Captain, Police Lieutenant, and Police Sergeant in the Fiscal Year 2026. The eligible lists for these ranks have all expired. Starting the examination process now will ensure that new eligibility lists will be in place to effectively manage the City's future employment needs.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the updated job description for the position of Human Services Manager.

Ayes:

Nays:

Motion: Passed unanimously.

2. Review the updated job description for the position of Human Services Manager.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to approve the updated job description for the position of Human Services Manager.

Ayes:

Nays:

Motion: Passed unanimously.

3. Conduct a Non-Competitive Examination for the position of Public Works Project Manager. A minimum score of 80% is required to be placed on the eligible list.

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to enter into executive session to conduct a non-competitive examination for the position of Public Works Project Manager, with a minimum score of 80% to be placed on the eligible list, in accordance with Article 4, Section 411 of the Civil Service Rules & Regulations.

Roll Call:

John Mills-

Nathaniel Szep-

Terry Vincent

*Enter Executive Session: \_\_\_\_\_ p.m.*

*Exit Executive Session: \_\_\_\_\_ p.m.*

We are now returning to the open session.

4. Certification of non-competitive exam given to **Karen Peterson** for the position of Public Works Project Manager

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to certify the eligible list for the position of Public Works Project Manager, to be in effect for one (1) year in accordance with Article 5 of the Civil Service Rules & Regulations.

Ayes:

Nays:

Motion: Passed unanimously.

V. Adjournment:

Motion by \_\_\_\_\_, second by \_\_\_\_\_, to adjourn the meeting.

Ayes:

Nays:

Motion: Passed unanimously.

Meeting adjourned at \_\_\_\_ p.m.

Respectfully submitted,

\_\_\_\_\_  
President

\_\_\_\_\_  
James Motylewski, Secretary

\_\_\_\_\_  
Date

***MINUTES***  
**OF A REGULAR MEETING OF**  
**LAKWOOD CIVIL SERVICE COMMISSION**  
**MEETING HELD REMOTELY VIA ZOOM**  
**TUESDAY, AUGUST 19, 2025**  
**5:00 P.M.**

Meeting called to order at 5:04 p.m.

I. Present: Commissioners John Mills, and Terry Vincent.

Also present: Assistant Law Director Jennifer Swallow, and Secretary James Motylewski.

II. Reading and disposal of the minutes of the regular Civil Service Commission meeting held via ZOOM on July 15, 2025, without the necessity of reading.

Motion by Terry Vincent, second by John Mills, to approve the minutes of the regular Civil Service Commission meetings held via ZOOM on July 15, 2025, without necessity of reading.

Ayes: 2

Nays: 0

Motion: Passed unanimously.

III. Old Business: None

IV. New Business:

1. Request to allow police officer applicant's physical agility test scores, who recently graduated from a certified police officer academy on or after May 14, 2025, and only during the current police officer entry-level eligible list. This would allow these candidates to be exempt from taking the next scheduled Lakewood Police Department's PAT on September 6, 2025.

Captain William Albrecht's email was reviewed with the commission. While reviewing the letter, Commissioner Nathaniel Szep joined the ZOOM call.

The commission discussed the request and agreed to extend the exemption for candidate who graduated a certified Police Officer Academy, to submit their OPOTA PAT certificates, during the duration of the Entry Level Police Officer Eligible List.

Motion by John Mills, second by Nathaniel Szep, to extend the exemption for candidates who graduated from a certified Police Officer Academy, who submitted their passing OPOTA PAT certificates, during the duration of the Entry Level Police Officer Eligible List.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

2. Request to extend the Entry-Level Police Officer eligible list to November 20, 2025, due to the current list expiring on September 20, 2025. At this time the eligible list has not been exhausted.

According to Captain Albrecht, they are approximately halfway through the eligible list and are asking for the list to be extended in order to exhaust the entire list, should an entry-level position be available.

Motion by Terry Vincent, second by Nathaniel Szep to extend the Entry-Level Police Officer eligible list to November 20, 2025, due to the current list expiring on September 20, 2025.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

#### IV. Adjournment:

Motion by Terry Vincent, second by Nathaniel Szep, to adjourn the meeting.

Ayes: 3

Nays: 0

Motion: Passed unanimously.

Meeting adjourned at 5:19 p.m.

Respectfully submitted,

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
James Motylewski, Secretary



City of Lakewood  
Police Department

Kevin Fischer, Chief of Police

P: (216) 521-6773  
F: (216) 521-7727  
police@lakewoodoh.gov

September 9, 2025

To the Lakewood Civil Service Commission:

I request that the Commission approve conducting promotional examinations for the positions of Police Captain, Police Lieutenant, and Police Sergeant. The eligibility lists for these ranks have all expired. Starting this examination process now will ensure that new eligibility lists will be in place to effectively manage the City's future employment needs. I would ask that the Commission approve the soliciting of vendors at this time so that the administration may make a recommendation to the Commission well ahead of the desired test dates. Doing so now would likely allow for testing to be placed on vendors' calendars with plenty of notice, with a goal testing window in April 2026.

I would ask that the Commission approve that the Captain's and Lieutenant's exams be scored 100% using an assessment center. The Sergeant's exam would be weighted as 30% from a written examination and 70% from an assessment center, with a minimum score of 70% on the written exam required to proceed to the assessment. Additional credit for seniority would be added on after successfully completing the exams in accordance with existing civil rules.

Examinations for the ranks of Captain and Lieutenant would require the same testing component of an assessment only. Testing for the rank of Sergeant will require an additional written component, which will take some time to potentially assist a vendor in constructing, hence another reason to begin the testing process at this time.

Materials for the exams will be submitted to the Commission for approval and publication after vendor selections have been made.

A handwritten signature in black ink, appearing to read "Kevin Fischer", is written over a faint, larger version of the signature.

Kevin Fischer  
Chief of Police



City of Lakewood  
Department of Human Services

Chad Berry, Director  
Laura Jaissle, Asst. Director

(216) 529-6685  
HumanServices@lakewoodoh.gov

September 2, 2025

**To:** Civil Service Commission  
**From:** Chad Berry, Director of Human Services  
**Subject:** Updates to the Human Services Program Manager Position

The Department of Human Services has updated the Human Services Program Manager job description to better reflect the needs of our Community-Based Services (CBS) initiative. While the core structure of the Program Manager position remains intact, we have focused the role on the management and oversight of the CBS program.

The changes include:

- A clear emphasis on prevention and intervention services for families referred by child welfare, housing, education, and public safety partners.
- Direct supervision of CBS Case Managers, a Visitation Coach, and Resource Specialists, with an expectation that work be grounded in trauma-informed, family-centered, and culturally competent practices.
- Specific responsibility for coordinating case management, supervised visitation, resource coordination, and crisis response.
- Expanded partnership expectations with Cuyahoga County Division of Children and Family Services, schools, housing providers, and legal aid organizations, including facilitation of multidisciplinary family planning meetings.
- Stronger compliance and quality assurance requirements tied to CBS grant obligations, data monitoring, and outcome tracking.
- An updated qualifications section that reflects the need for advanced knowledge and licensure in social work, requiring a Master of Social Work and current LSW licensure, with preference for LISW.

These updates are part of a broader effort to structure the Department of Human Services for more efficient and high-quality program delivery and management. With some staff turnover expected in the near future due to retirements, we are positioning ourselves now to ensure stability, continuity, and success in meeting the needs of Lakewood families.

We respectfully submit this updated position description for your review and approval.

Sincerely,

Director of Human Services  
City of Lakewood

## Changes side by side comparison

Previous Version	Updated Version
Carries out supervisory/managerial responsibility...	Carries out supervisory/managerial responsibility... Directly supervises CBS Case Managers, Visitation Coach, and Resource Specialists, ensuring adherence to trauma-informed, family-centered, and culturally competent practices.
Manages, coordinates and plans various programs... with a focus on Help to Others (H2O), youth development and service learning/volunteerism...	Manages, coordinates and plans various programs... with a focus on Community-Based Services (CBS), prevention and intervention efforts, case management, supervised visitation, resource coordination, and crisis response for families impacted by poverty, child protection involvement, and housing instability.
Develops, monitors and evaluates programs and identifies program trends relevant to Human Services, (H2O), youth development, and service learning/volunteerism.	Develops, monitors and evaluates programs and identifies program trends relevant to Human Services, Community-Based Services (CBS), youth development, and service learning/volunteerism.
Develops grant proposals... implements grant; and provides fiscal updates.	Develops grant proposals... implements grant; and provides fiscal updates. Ensures program compliance with all contractual obligations and standards, including CBS grant requirements. Monitors data, outcomes, and trends to guide service improvements and equitable access.
Coordinates and monitors contracts and agreements with other organizations.	Coordinates and monitors contracts and agreements with other organizations. Serves as primary liaison to Cuyahoga County Division of Children and Family Services (DCFS), schools, housing providers, legal aid organizations, and other partners. Facilitates multidisciplinary meetings to support coordinated family plans.
Counsels and confers with program participants and resolves related problems.	Counsels and confers with program participants and resolves related problems, including resource coordination and crisis response for families impacted by poverty, child protection involvement, and housing instability.
Serves as a liaison and/or member of various committees, teams, organizations, etc., and collaborates...	Serves as a liaison and/or member of various committees, teams, organizations, etc., including the Lakewood Area Collaborative, and collaborates...

<p>Plans short and long-range goals, objectives, and overall direction of programs; assists...</p>	<p>Plans short and long-range goals, objectives, and overall direction of programs; assists... Identifies service gaps, proposes innovative solutions, and supports staff development through regular coaching and training.</p>
<p>Maintains and upgrades professional knowledge, skills, and development by attending seminars, meetings...</p>	<p>Maintains and upgrades professional knowledge, skills, and development by attending seminars, meetings... Maintains knowledge of trauma-informed care, family systems theory, and public systems including child welfare, housing, and education.</p>
<p><b>MINIMUM QUALIFICATIONS REQUIRED:</b>  <b>Education and Experience:</b>  Bachelor's degree from an accredited four-year college or university in a related field; and,  Three to four years of progressively responsible related experience; or,  Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.</p>	<p><b>Qualifications:</b>  A minimum of five (5) years of progressive experience in family services, child welfare, or related human services. Supervisory or program management experience is strongly preferred; candidates with less direct supervisory experience may be considered if they demonstrate leadership in team coordination, project oversight, or cross-system collaboration. Experience in public or nonprofit settings is a plus. Master's degree in Social Work (MSW) required. Must hold current licensure as a Licensed Social Worker (LSW) in Ohio; LISW preferred. Familiarity with Lakewood and Cuyahoga County service networks preferred.</p>

**CITY OF LAKEWOOD, OHIO  
CLASS SPECIFICATION**

AMENDED ON 07-25-2013  
CSC APPROVAL

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**CLASS TITLE:           PROGRAMS MANAGER**  
**DEPARTMENT:         HUMAN SERVICES**  
**REPORTS TO:           DIRECTOR OF HUMAN SERVICES**

**CLASS CODE: 27523**  
**FLSA STATUS: E**

**DATE: 09/25**

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**JOB SUMMARY:**

Manages staff and performs complex program development and coordination functions, including: supervising case managers, visitation coach, and resource specialists; providing case management, supervised visitation, crisis response, and resource coordination for at risk families; serving as liaison with schools, housing providers, child welfare and legal aid partners; monitoring data and outcomes to ensure compliance with contractual and grant requirements; identifying and applying for funding; developing budgets; and short and long range planning focused on prevention, intervention, family support, and community building for Human Services.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training staff/volunteers; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; and addressing complaints and resolving problems. Directly supervises CBS Case Managers, Visitation Coach, and Resource Specialists, ensuring adherence to trauma-informed, family-centered, and culturally competent practices.

Manages, coordinates and plans various programs for Human Services with a focus on Community Based Services (CBS), prevention and intervention efforts, case management, supervised visitation, youth development, and service learning/volunteerism, including: facilitating programs; developing program budgets and monitoring expenses and revenues; coordinating guest speakers; preparing curriculum, materials, audiovisual aids, etc.; coordinating transportation and facility needs; establishing program policies and procedures; promoting and publicizing all programs and activities; organizing registration activities; working with families, students, agencies, etc., to research, develop and facilitate needed services; developing program rules and expectations; accompanying participants to activities; addressing inappropriate behavior; intervening during crisis situations; coordinating fundraising efforts; coordinating and training volunteers; providing resource and referral information; submitting reports; maintaining comprehensive knowledge of and interpreting guidelines, rules, regulations, laws, etc., applicable to programs; reviewing program guidelines for modifications; and completing all related documents and forms.

Develops, monitors and evaluates programs and identifies program trends relevant to Human Services, Community Based Services (CBS), youth development, and service learning/volunteerism.

Develops grant proposals, including: investigating funding sources; writing proposals; designing fee scales; gathering and maintaining statistics; making grant presentations; interviewing prospective recipients; implementing grant; and providing fiscal updates. Ensures program compliance with all contractual obligations and standards, including CBS grant requirements. Monitors data, outcomes, and trends to guide service improvements and equitable access.

Coordinates and monitors contracts and agreements with other organizations. Serves as primary liaison to Cuyahoga County Division of Children and Family Services (DCFS), schools, housing providers, legal aid organizations, and other partners. Facilitates multidisciplinary meetings to support coordinated family plans.

Counsels and confers with program participants and resolves related problems, including resource coordination and crisis response for families impacted by poverty, child protection involvement, and housing instability.

Serves as a liaison and/or member of various committees, teams, organizations, etc., including the Lakewood Area Collaborative, and collaborates, persuades, presents reports to and negotiates/networks with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Plans short and long-range goals, objectives, and overall direction of programs; assists in planning and implementing short term or annual goals, objectives and strategies for the department, project or programs. Identifies service gaps, proposes

innovative solutions, and supports staff development through regular coaching and training.

Composes correspondence in accordance with standard policies; answers various inquiries; explains program, policies, procedures, etc.

Maintains program facilities; renews and evaluates agreements for space usage; develops calendar and distributes to centers.

Develops print and social media marketing strategies; develops and customizes databases; develops, reviews and manages budgets, financial statements and audits.

Performs various administrative functions, including: maintaining program participation records; entering data into computer system; and conducting various meetings.

Maintains and upgrades professional knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications. Maintains knowledge of trauma-informed care, family systems theory, and public systems including child welfare, housing, and education.

Coordinates special projects by reviewing materials and preparing and submitting data.

Writes, submits and presents applications for funding to committee(s).

Ensures quality standards and compliance with regulations are maintained.

Receives requests for assistance, complaints, suggestions, etc., and handles or refers requests to appropriate staff members.

Disseminates a variety of information and/or reports to various agencies, residents, divisions, or departments via telephone, mail, email or FAX.

Interacts with a variety of high level individuals, both internally and within the community, to provide information and resolve problems.

Follows up on inquiries from various agencies, groups, media, etc., regarding programs and services.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment	Computer	Audiovisual Equipment	Vehicle/Van
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**MINIMUM QUALIFICATIONS REQUIRED:**

A minimum of five (5) years of progressive experience in family services, child welfare, or related human services. Supervisory or program management experience is strongly preferred; candidates with less direct supervisory experience may be considered if they demonstrate leadership in team coordination, project oversight, or cross system collaboration. Experience in public or nonprofit settings is a plus.

Master's degree in Social Work (MSW) from an accredited institution required. Must hold current licensure as a Licensed Social Worker (LSW) in the State of Ohio; LISW preferred.

Familiarity with Lakewood and Cuyahoga County service networks preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Human behavior and development.

Community Organizing.

Parenting skills.

Economic and community development and development financing techniques.

Program development, implementation and evaluation.

Counseling techniques.

Family system and group dynamics.

Child development.

Cultural diversity issues.

Community agencies, organizations and resources.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Grant writing and budget policies, procedures and techniques.

Internal departmental policies and procedures.

City government organization and operations.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

**Skill in:**

Electronic communications such as Outlook, Facebook, Twitter and web design.

Recruiting, planning, organizing, assigning, directing, reviewing and evaluating the work of staff/volunteers.

Conflict resolution.

Planning and managing programs.

Public speaking.

Interpreting laws and legislation.

Teaching/facilitating programs.

Marketing strategies.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Current computer software such as: Excel, Sharepoint, Power Point, MS Word, and Publisher.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated

policies, procedures and protocols.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

**Mental and Physical Abilities:**

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to establish and maintain effective working relationships with others.

Ability to facilitate goal setting.

Ability to delegate authority to staff.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to analyze and resolve problems involving several variables.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; ascend and descend stairs; reach with hands and arms; speak and hear; and push, pull and/or lift 25 to 50 pounds occasionally and 10 to 25 pounds frequently.

**Working Conditions:**

Work is performed in a normal office environment and in the field, exposing the incumbent to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but can be loud at some locations.

file: progmgr-27523

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

PUBLIC WORKS, PROJECT MANAGER  
NONCOMPETITIVE ORAL EXAM

Applicant's Name: Karen Peterson

Each question is worth 10 points:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Sub Total \_\_\_\_\_

Military Pts. \_\_\_\_\_

Residency \_\_\_\_\_

TOTAL \_\_\_\_\_

LAKEWOOD CIVIL SERVICE COMMISSION

John Mills, President  
Nathaniel Szep, Commissioner  
Terry Vincent, Commissioner  
James Motylewski, Secretary

KEY SHEET FOR PUBLIC WORKS PROJECT MANAGER  
NONCOMPETITIVE ORAL EXAM

1. Associate degree or equivalent from a two-year college or technical school; and, Five to seven years of progressively responsible, related experience; or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

- Must possess a valid Ohio EPA Class IV Wastewater Treatment Certificate: or
- Must possess a valid Ohio EPA Class III Wastewater Treatment Certificate and who has applied for and been granted approval for Ohio EPA Class IV Wastewater Treatment Operator Exam, and must obtain the certification within three years of appointment: or
- Must possess a valid Ohio EPA Class III Wastewater Treatment Certificate and who has all the requirements to be able to apply for Ohio EPA Class IV Operator Exam and must obtain the certification within three years of appointment.

2. Valid driver's license

Please describe your experience in the following areas.

3. What experience do you have in staff management?
4. What do you feel are the most important qualities for cultivating and maintaining cooperative and efficient relationships with others (i.e., members of public and fellow employees).
5. What is your experience in performing technical and administrative functions, including management of all phases of capital improvement projects and compliance with project requirements?
6. Tell us about your experience in preparing project budgets.
7. At times you may be called upon to present a project plan to employees, contractors, or residents. Do you have presentation and public speaking experience? Do you have the ability to communicate technical content in lay terms and answer questions in a manner people would understand?
8. You will be assisting with staff management and may encounter individuals that are resistant to changes in the administration of the Department of Public Works. What would you see as your role in getting the other employees to "buy" into change?
9. What is your experience developing or writing policies and procedures whether for a facility or department?

10. You will be working in a “team” environment with levels of people ranging from union workers to the Mayor and City Council. What do you see as your biggest challenge in working with such a diverse team whose members have varying levels of knowledge in capital improvement projects?

# KAREN PETERSON

1-440-7963395

## APPLICATION INFORMATION

REQUISITION NUMBER - 1017

DATE APPLIED - 27 Jul 2025

SOURCE - Career Center

JOB TITLE - PROJMgr

RECRUITER - Leah Kubiak

HIRING MANAGER - Mirko Kucinic

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## PERSONAL INFORMATION

EMAIL - petersonkaren@ymail.com

HOME PHONE - 1-440-7963395

PERSONAL MOBILE - 1-440-7963395

DESIRED SALARY - Not available

### ADDRESS

9741 Forge Dr,

Brecksville, 44141,

OH - Ohio, Cuyahoga, UNITED STATES

VOLUNTARY SELF-IDENTIFICATION INFORMATION - On file

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## EDUCATIONAL BACKGROUND

*(Unsaved Data : Information shown here is parsed from resume.)*

**BACHELORS OF SCIENCE**

**Completed on 12/01/1998**

OHIO UNIVERSITY

Major -

Minor -

**ASSOCIATES OF SCIENCE**

**Completed on 06/01/1995**

LAKELAND COMMUNITY COLLEGE

Major - environmental science

Minor - chemistry

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## EMPLOYMENT HISTORY

*(Unsaved Data : Information shown here is parsed from resume.)*

**GEAUGA COUNTY DEPARTMENT OF  
WATER RESOURCES**

**02/01/2022 - 07/28/2025**

**PLANT SUPERVISOR**

Ok to contact this employer? -

### RESPONSIBILITIES

Coordinate, monitor and maintain proper operations. Interviews, trains and provides instruction. Supervise 6 employees, prepare purchases orders and writes and revises SOP's. Formerly the Chief Operator.

**TRUMBULL COUNTY SANITARY  
ENGINEERS**

**09/01/2021 - 02/01/2022**

**LABORATORY TECHNICIAN**

Ok to contact this employer? -

### RESPONSIBILITIES

Run analysis of wastewater including, SS, MLSS, CBOD's, TPO4, % VSS, NH4, E. coli.  
Calibrated  
Equipment and maintain log books in an orderly fashion.

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## SKILLS

No information available

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## LICENSES & CERTIFICATIONS

*(Unsaved Data : Information shown here is parsed from resume.)*

**LABORATORY TECHNICIAN**

Expires On -

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## RESUME



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## POSTING QUESTIONS AND RESPONSES

QUESTION

KNOCKED OUT STATUS

**Q1. Are you legally eligible for employment in the United States?**

A1. Yes

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**Q2. Do you have a valid driver's license?**

A2. Yes

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**Q3. Do you have a valid/current Class III Wastewater Treatment Certificate?**

A3. Yes

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**Q4. List any certifications you have.**

A4. Class III wastewater treatment Laboratory Class I

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**Q5. Explain your current or past duties and responsibilities and how they relate to this position?**

A5. Supervisor of 6 employees. Responsible for scheduling and day to day activities. Responsible for pinned of Monthly EDMR's and staffing hours. Prepare purchase orders and write SOP's. Budget review and tracking expenditures. Coordinate projects and maintain proper operations. Interviews, trains and provides instruction.

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**Q6. Are you able to work overtime?**

A6. Yes

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**Q7. How many years of relevant work experience do you have in a similar role?**

A7. 10

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**Q8. Have you ever been employed by the City of Lakewood before?**

A8. No

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**Q9. Are you available to work on call?**

A9. Yes

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**Q10. Do you have experience managing people in the workplace?**

A10. Yes

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**Q11. Why do you think you are the best candidate for this position?**

A11. I believe that I have the education and experience to excel in this position. My time management skills as well as my critical thinking skills are essential to this position. I am self-motivated and have a general understanding of most aspects of the industry including the laboratory testing involved. I am very good at communication to ensure that everyone knows what the project encompasses.

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## SELF-ATTESTATION

Please read before signing. I hereby certify that all information supplied herein is true, accurate and complete to the best of my knowledge. I understand and agree that any false statements, misrepresentations or omissions of fact contained in this application (or any accompanying or required documents) may cause the rejection of this application or termination of employment without notice or benefits, regardless of how or when discovered.

I understand that all candidates hired are subject to satisfactory completion of a probationary period, criminal background investigation and a post-offer drug screen. Candidates may also be required to undergo a post-offer, pre-employment medical and/or psychological examination. I authorize the investigation of all statements and information contained in this application.

Upon a conditional offer of hire, I authorize a complete background check including criminal records. I release the City of Lakewood from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation. I understand that this application is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable City of Lakewood rules and regulations.

**KAREN LEIGH PETERSON**

07/27/2025

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## SCREENING

No information available

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## INTERVIEWS AND EVALUATION

No information available

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## APPLICATION STATUS HISTORY

STATUS	CHANGED DATE	CHANGED BY
NEW APPLICATION	07/27/2025	

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## NOTES

No information available

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## COMMUNICATION HISTORY

EMAIL ON 07-27-2025 07:04:00 PM

From: CITYOFLAKEWOOD.HR@ADP.COM

Subject: Thank you for your application, Karen

Dear Karen Peterson,

Thank you for taking the time to submit your application for the PROJECT MANAGER - WASTEWATER TREATMENT PLANT position. We are glad that you are interested in a career at City Of Lakewood and we're here to help you find your perfect fit.

We are currently reviewing your application. If your profile is a good fit for this position, we will contact you about next steps. We may also consider your application for other positions. This could happen a

few times and it is part of our recruitment process.

**Is your profile telling your story?**

A key part of our review process is to assess your [Candidate Profile](#) with job requirements. Please ensure your profile is accurate and extensive as it is our first step in getting to know you. You can build your profile by importing information from your resume or manually updating it.

To view your application updates, click [My Applications](#).

We encourage you to visit our [Career Center](#) frequently and continue to look for opportunities that match your interests.

Thank you,  
Department of Human Resources,  
City Of Lakewood

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UPLOADED FILES



10167056-certificate (1).pdf



Karen PetersonCoverletter.doc

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# KAREN L. PETERSON

Brecksville OH | 440.796.3395 | petersonkaren@gmail.com |

Plant Supervisor with over three years of management experience, and over ten years of operational experience at various sized plants. Awarded a grant for TPO4 removal last year.

## EXPERIENCE

FEB. 2022-  
PRESENT

### PLANT SUPERVISOR, GAUGA COUNTY DEPARTMENT OF WATER RESOURCES

Coordinate, monitor and maintain proper operations. Interviews, trains and provides instruction. Supervise 6 employees, prepare purchases orders and writes and revises SOP's. Formerly the Chief Operator.

SEPT. 2021-  
FEB. 2022

### LABORATORY TECHNICIAN, TRUMBULL COUNTY SANITARY ENGINEERS

Run analysis of wastewater including, SS, MLSS, CBOD's, TPO4, % VSS, NH4, E. coli. Calibrated Equipment and maintain log books in an orderly fashion.

## EDUCATION

DECEMBER 1998

### BACHELORS OF SCIENCE - OHIO UNIVERSITY

Received the Dean's List award for maintaining a high grade point average and academic excellence.

JUNE 1995

### ASSOCIATES OF SCIENCE - LAKELAND COMMUNITY COLLEGE

Majority of course work in environmental science: including chemistry, hydrology, urban planning and environmental law.

## SKILLS

- Strong knowledge of wastewater treatment both industrial and municipal.
- Excellent communication skills, both verbal and written
- Attention to detail pertaining to data entry and record retention.
- Ability to collaborate effectively between departments, contractors and other team members.

## LISENCES

Class III Wastewater Treatment, OEPA

Class I Laboratory Analysis, OWEA

Human Resources Manager  
City of Lakewood  
12650 Detroit Avenue,  
Lakewood, OH 44107

To Whom it may concern,

This letter is in response to the position of Project Management that was posted on Indeed web site. I feel that I would make an excellent addition to the City for the following reasons. First, I graduated from Ohio University with a degree in Environmental Geography. Second, I have worked previously as a Plant Supervisor for three years and hold my Class III wastewater certification as well as my Laboratory I license. Also, I have worked at several sizes of wastewater plants with most of my experience at a Class IV facility. I even did the reporting for the smaller Package plants when I was the Package Plant Supervisor. Finally, I have a strong background in industrial treatment, having worked for Gould Electronics for seven years treating copper chrome, nickel, tin and cyanide. When I worked for them I updated all of the pre-treatment departments standard operating procedures, while being a member of the safety committee.

Please feel free to contact me on my cell phone at (440) 796-3395 if you have any questions.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Karen Peterson

