



**The City of Rittman Offices**

30 North Main Street  
Rittman, Ohio 44270  
330-925-2045  
[www.rittman.com](http://www.rittman.com)

**POSITION: UTILITIES SUPERVISOR**  
**SALARY: \$42,000-\$65,500**  
**FLSA: EXEMPT**

**GENERAL DESCRIPTION OF WORK:**

The Utilities Supervisor assists the Utilities Director in the daily operation of the City of Rittman's water and wastewater operations. The Supervisor oversees the daily tasks of the employees of the Utilities Department and provides guidance for these employees. The Supervisor assist with the implementation of short-term and long-term projects of the Department. The Supervisor position is a position with mostly fieldwork with some office work. The position is on-call every day, unless on sick or vacation leave. Additionally, this role may support other departments when needed, such as Service or the Recreation Center.

**ESSENTIAL JOB FUNCTIONS:**

The following duties are normal for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Manages division personnel to ensure that all water and wastewater facilities are operated, repaired and maintained efficiently and effectively and in a manner to comply with all federal and state standards, permit conditions, and rules and regulations.
- Develops, recommends, implements and updates standard operating procedures to economize operations in the repair and maintenance of facilities while increasing productivity.
- Develops, recommends and implements procedures to increase productivity and efficiency of personnel and facilities.
- Monitors utilities services contracts to ensure compliance and effective performance.
- Conducts studies and oversees the implementation of mandated environmental reports such as water audits, leak detection surveys, backflow cross/connection plan and water quality reports.
- Recommends and oversees the implementation of the division annual work plan and projects plans for water and wastewater facilities and systems.
- Oversees dissemination, accountability and the proper stockage level for equipment, materials, supplies, and vehicles.
- Prepares and coordinates the permitting and re-permitting of water facilities, wastewater facilities, and stormwater sewer system facilities/equipment.
- Ensures permit conditions are complied with.

- Coordinates the modification and improvement of facilities and systems to increase efficiency while reducing operating costs.
- Oversees loss control and prevention, safety programs, and organizational training and cross-training to increase technical skills and knowledge to result in increased productivity and performance.
- Ensures that customer complaints and inquiries are resolved quickly and effectively
- Recommends and implements effective programs for enhancing the public image of the division.
- Represents the department before public meetings and groups as directed. Promotes a good public image of the department and city.
- Coordinates with the Director of Finance and the City Manager in the preparation of division budgets to ensure adequate funding for projects, capital improvements, and renewal and replacement.

- **ESSENTIAL JOB FUNCTIONS:**

- Manages budget expenditures to ensure sufficiency of funds.
- Prepares complex reports, studies, and correspondence for the expansion and improvement of water and wastewater facilities and systems. Implements appropriate corrective action.
- Reviews, verifies and submits operating and other reports to appropriate regulatory agencies and departments on a timely basis.
- Coordinates technical bid specification preparation, review and processing. Attends bid openings, evaluates bids and provides bid recommendation.
- Reviews plans and technical specifications for water and wastewater facilities and system's expansion and modification.

**MINIMUM QUALIFICATIONS:**

**KNOWLEDGE, SKILLS AND**

**ABILITIES**

- Knowledge of all phases of managing water production, storage, treatment, distribution, collection, and transmission; and wastewater collection, treatment, and disposal to include expansion of systems, permitting, repair, maintenance, and operations.
- Knowledge of state and federal regulatory standards and rules and regulations pertaining to permitting, operating and maintaining water and wastewater facilities.
- Knowledge of management practices and techniques to achieve cost savings and to maximize production and efficiency of personnel and equipment.
- Knowledge of systems and facilities repair and construction techniques.
- Knowledge of safety practices.
- Knowledge of and use of basic power and hand tools.
- Knowledge and operation of lift station
- Experience with sewer camera inspection is preferred.
- Skill in maximizing personnel and equipment productivity.

- Skill in communicating with others, both orally and in writing. Skill in short and long range utilities planning.
- Ability to quickly organize and manage personnel and equipment resources in all situations.
- Ability to work independently and to use good judgment in all situations.
- Ability to interact with city employees, elected officials, the news media, and the public.
- Ability to motivate employees to optimize safety and efficiency.
- Ability to identify equipment and personnel problems and to implement appropriate corrective action quickly and efficiently.
- Ability to read, understand and comprehend complex engineering drawings, plans and specifications.
- Ability to develop written standard operating procedures and guidelines.
- Ability to make management decisions quickly, appropriately and effectively.
- Ability to use a computer, calculator, copier and facsimile.

### **EDUCATION, CERTIFICATIONS, AND EXPERIENCE**

- Ohio EPA-issued Water Class II and Ohio EPA-issued Wastewater Class II licenses are required.
- Commercial Driver's License Class A with Tanker endorsement preferred, or willing to obtain within six (6) months of employment.
- Working knowledge of and experience with electrical systems; ability to read basic electrical schematics a plus
- Proficient with Microsoft Office
- Understanding of GIS is preferred

### **SUPERVISION RECEIVED:**

Work is performed under the direction of the Director of Utilities.

### **ADA COMPLIANCE:**

**Physical Ability:** Tasks require the ability to use both hands and all fingers for climbing, walking, bending and crawling. Driving and the operation of a vehicle to provide transportation between job sites is a requirement. The ability to walk, stand, stoop, lift and reach are required. Must be able to lift seventy-five (75) pounds.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate both orally and in writing. Good near vision in both eyes and the ability to hear clearly without a hearing aid is necessary at the plants.

Some of the work may be in environments that are hot, cold and/or noisy.

**Environmental Conditions:** Essential functions are performed inside and alone.

**MARGINAL/SECONDARY JOB FUNCTIONS:**

- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel.
- In case of emergency or crisis situation (hurricane, flood, etc.), position is required to respond/perform recovery duties as assigned by immediate supervisor.

“The City of Rittman is an Equal Opportunity Employer.” In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.