



Notice of Job Opportunity - REVISED

Date Opened: December 16, 2019

Date Closed: UNTIL FILLED

Position: Assistant Operations Superintendent **Agency:** Water/Wastewater Department

Minimum Qualifications:

Associate's degree in environmental science or other related field, plus three (3) years' experience Water/Wastewater operations or equivalent combination of training and/or experience.

Additional Qualifications (Agency/Dept. Qualifications):

Class II Wastewater Treatment Operator's certificate is required

Class III Wastewater Treatment Operator's certificate must be obtained within 24 months of hire or job placement

Class I Water Supply certificate is not required by highly preferred

Valid Driver's License

Hours: Full Time, Core Business Hours 7:30AM – 10:00PM, M-F, includes Weekends, Holidays and On-Call, must be available for emergencies

Salary: Commensurate with Experience

Summary:

Assists the Operations Superintendent in managing the daily activities and functions involved with operating and maintaining water and wastewater treatment facilities, collection, and distribution systems.

Duties:

- Demonstrates regular and predictable attendance.
- Promotes and maintains positive and effective working relationships and promotes good public relationships as a representative of Licking County Government.
- Monitors/operates water and/or wastewater treatment, collection, and distribution equipment in order to ensure proper operation; makes necessary operational adjustments.
- Monitors work in the field to insure thoroughness and that department rules are being adhered to.
- Prepares and maintains records, reports, and other documentation (operational, equipment, etc.).
- Acts as designated Operator in Charge or Operator of Record according to Ohio Environmental Protection Agency (OEPA) Guidelines.
- Maintains supply inventories and initiates orders as needed.
- Inspects and logs consumer meter readings for billing and water consumption information.
- Receives and responds to emergency situations.
- Completes maintenance and repair tasks on treatment and distribution equipment (pumps, compressors, electrical controls, blowers, tanks).
- Reviews construction plans and serves as liaison between departments, engineers, contractors, the public and government officials.
- Maintains required licensure(s) and certification(s).
- Meets all job safety requirements and all applicable PERRP safety standards that pertain to the essential functions of the position and all agency safety procedures.
- Remains informed of current developments and procedures pertinent to duties; may be required to attend seminars/training.

SUPERVISORY RESPONSIBILITIES:

- Manages 11 non-supervisory employees in the Water/Wastewater. Is responsible for assisting the Superintendent with the overall direction, coordination, and the evaluation of this unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, participating in employee selection, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Application Procedures: Submit completed application, resume and cover letter to the Licking County Human Resources Department, 20 South Second Street, 3rd Floor, Newark, Ohio 43055. Applications can be obtained in person in the Human Resources Department between 8:00 a.m. and 4:30 p.m. daily or printed from the web site at www.lcounty.com.

Successful candidates will be subject to Licking County's pre-employment drug screen and background check
Licking County is an Equal Opportunity Employer.