

Job Posting

JOB TITLE & DESCRIPTION

SUPERINTENDENT – WATER & SEWER UTILITY

FULL-TIME minimum 40 Hours per week PART-TIME between _____ hours per week

JOB LOCATION: 6455 TAYLOR RD. BLACKLICK, OH 43004

Under direction of the Director, is responsible for supervising others engaged in installing, maintaining, reading, testing, inspecting, repairing, and replacing water metering systems, backflow devices and related items; and the management of the operations water processing and pumping facility, the district wide wastewater transmission system, and managing the construction and maintenance of water distribution lines, valves, hydrants, wastewater lines, manholes and lift stations; performs related duties as required

Listed below are examples of job duties and responsibilities:

- ◆ Develops and modifies new and existing preventative maintenance procedures and work orders
- ◆ Initiates, monitors, and reviews records (e.g., work orders, work requests, inspection logs, preventative maintenance schedules, etc.) utilizing a computerized maintenance management system
- ◆ Assigns and monitors the work activities of personnel engaged in installing, maintaining, reading, testing, inspecting, repairing and replacing water metering systems, backflow devices and collection system, lift station and water treatment plant
- ◆ Responsible for the training of personnel in Operation work activities, work procedures and oversees *safety procedures that relate to the Operations department
- ◆ Evaluates performance of personnel by developing work standards and completing performance appraisals
- ◆ Assists in the preparation of annual budgets and bid specifications, and monitors budget allocations
- ◆ Compiles statistics and summaries for inclusion in weekly, monthly and/or yearly reports
- ◆ Explains and interprets governmental regulations, policies and procedures to the general public and personnel
- ◆ Performs all other duties as assigned

DUTIES REQUIRING GENERAL SKILLS, KNOWLEDGE & ABILITY

Thorough knowledge of the methods used in excavation work and the laying of water lines and water treatment; considerable knowledge of the tools, equipment, and materials used in water and wastewater maintenance work, construction excavation, masonry, and landscape work; considerable knowledge of safety codes, policies and procedures; considerable knowledge of management and supervisory practices and principles; ability to plan and coordinate the work of several crews of maintenance workers; ability to read and comprehend plans, job specifications, and technical manuals; ability to develop and maintain effective working relationships with others; ability to communicate effectively orally and in writing; ability to identify problems, analyze information, and recommend solutions; ability to operate a computer and related software; ability to prepare reports and maintain records.

MINIMUM REQUIREMENTS

Completion of the twelfth school grade and five (5) years of experience supervising crews engaged in installing and maintaining water distribution lines, valves, hydrants, operation of a ground water treatment plant and waste water collection system; including lift stations. Experience in the installation, maintenance, reading, testing, repair and/or replacement of water metering systems, backflow devices and/or related items.
 Substitution(s): A certificate of high school equivalence (GED) may be substituted for a high school diploma.
 Possession of a valid, State of Ohio Public Water System Operator I license. Possession of a valid motor vehicle operator's license.

WAGE/SALARY RANGE: \$64,563 - \$96,824 [EXEMPT]

BENEFITS

- ◆ Vacation and sick-leave accrual
- ◆ Healthcare, Life Insurance and Accidental Death & Dismemberment, Vision, Dental, Long-Term Disability
- ◆ Public Employment Retirement
- ◆ Paid Holidays
- ◆ Tuition Reimbursement
- ◆ Performance-For-Pay bonus program

APPLICATION DEADLINE: N/A

HOW TO APPLY

Email or mail your resume and a completed JWSD Employment Application so that the district may keep your information on file. Please include on the Employment Application the best phone number and/or email to contact you.

CONTACT INFORMATION: Mark Williams (614) 864-0740 X204 mwilliams@jwsd.org