

GREENE COUNTY BOARD OF COMMISSIONERS
invites applications for the position of:

Senior Manager of Operations & Maintenance

SALARY:	\$32.08 - \$39.46 Hourly \$2,566.40 - \$3,156.80 Biweekly \$66,726.40 - \$82,076.80 Annually
OPENING DATE:	11/16/17
CLOSING DATE:	11/30/17 11:59 PM

DESCRIPTION:

Incumbents are responsible for managing the day to day operations of functions which have a County-wide impact. Duties might include: managing and supervising staff to include conducting performance evaluations and making hiring and termination recommendations; planning, prioritizing and managing activities; developing, reviewing and making changes to County policies, procedures and processes; ensuring area meets established standards; preparing and monitoring budgets for function or service provided; ensuring required records are maintained; coordinating activities and projects; developing and maintaining interdepartmental and customer relations; collecting and analyzing a wide variety of data; preparing a wide variety of related reports and correspondence; ensuring area is in compliance with codes, laws and regulations; investigating and resolving problems related to area or staff; and, attending meetings in order to represent assigned area and/or the County.

DUTIES/RESPONSIBILITIES:

Directs management staff for all Operations and Maintenance divisions; assigns responsibilities & monitors work quality; interviews prospective employees; recommends hiring, removal & disciplinary actions; meets with Personnel Department representatives to discuss employee conduct, internal investigations & discipline issues; approves employee overtime & leave requests; conducts performance evaluations; reviews employee conduct for compliance with policies and procedures; counsels supervisory employees on policies & procedures, ethics & conduct; provides direction to staff on various issues (e.g., staffing & purchasing), setting priorities on required action items; assesses employee training needs & arranges necessary training sessions; participates in union negotiations as a member of management team; relays information regarding contract obligations to bargaining unit employees & other members of management; provides technical expertise, interpretation and guidance to staff and department

heads on county policies, procedures, laws and regulations.

Gathers, collates & evaluates information pertaining to the operation of the Department; makes determinations of impact on County & environment; monitors budget control throughout divisions to ensure compliance with budgetary constraints & prudent allocations of funds.

Conducts meetings with engineering consultants & construction contractors; serves as a liaison with other divisions, departments, agencies, organizations and the general public; ensures the department's interests are represented at meetings and conferences; gives presentations related to projects, programs or services offered; provides direction to consultants & contractors on County projects while tracking schedule progress; reviews & evaluates work in progress & at completion to insure compliance with specifications; represents the Department with local government, professional organizations & citizen groups; addresses concerns pertaining to water, sewer & environmental issues within the County.

Manages day-to-day operations such as planning and facilitating supervisory staff meetings; responds to and resolves complaints; manages service activities; coordinates activities with other departments, agencies and organizations; develops communication plans; ensures a positive public image; provides pertinent information to staff regarding upcoming & current projects status, new policies & procedures, & personnel-related issues; facilitates safety committee meetings.

Manages the Department's Municipal/Industrial Pretreatment Program; evaluates industry compliance reports; creates and issues correspondence pertaining to violations; prepares permits; coordinates with the Ohio Environmental Protection Agency (OEPA) for regulatory compliance.

Performs miscellaneous duties; reads publications relating to water, wastewater & waste management to determine if information would be beneficial to department operation; attends various training courses & seminars to enhance understanding of water/wastewater operations, safety concerns & management skills.

Performs others duties of a similar nature or level as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Administration, Business, Environmental Science or a closely related field and six years of progressively responsible experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Certification Requirements:

Class III Wastewater Operator Certification Required; Water Operator Certification III is

preferred; agreement to attain a Class IV Wastewater Operator Certification within 24 months after eligibility and OEPA Approval. Valid Ohio Driver's License Required.

Valid Ohio Driver's License required.

Physical Requirements:

Positions in this class typically require: driving, fingering, grasping, talking, hearing, seeing, and repetitive motions. Incumbents may be subjected to travel and inclement weather.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SUPPLEMENTAL INFORMATION:

BELOW IS A GENERAL DESCRIPTION OF THE TYPE OF WORK PERFORMED BY POSITIONS ASSIGNED TO THIS CLASSIFICATION. THE SPECIFIC DUTIES OF THE POSITION ARE LISTED IN THE DUTIES/RESPONSIBILITIES SECTION.

Supervises managers and support staff to include: prioritizing work; approving leave time; assigning responsibilities and monitoring work quality; conducting performance evaluations; interviewing applicants; investigating employee complaints/grievances; and, making hiring and termination recommendations; handling employee disciplinary actions and grievances; participating in negotiations.

Manages day to day operations to include: conducting staff meetings; responding to and resolving complaints; managing service activities; coordinating activities with other departments, agencies and organizations; developing communication plans; ensuring a positive public image; ensuring forms and documents are processed; ensuring compliance with laws, rules and regulations; and, handling tasks requiring a manager's action.

Serves as a liaison with other divisions, departments, agencies, contractors, organizations and the general public; ensures the division/office's interests are represented at meetings and conferences; gives presentations related to projects, programs or services offered; prepares permits.

Prepares, administers and monitors the division/office budget.

Reviews, assesses and determines the needs of the County to ensure the accurate, consistent and fair implementation of services for County employees. Provides technical interpretation and guidance to department heads on County policies, procedures, laws, and regulations. Makes recommendations for standardizing services in the County.

Develops, interprets, implements and assists in enforcing County policies and procedures; conducts investigations and researches, reviews and analyzes information, materials, other documentation to determine causes of problems and to present recommendations for improvements; develops procedural manuals; provides technical expertise and guidance to staff and senior management.

Manages services contracted with consultants, contractors and other service providers.

Performs strategic planning in shaping the future of the County.

Performs other duties of a similar nature or level.

Greene County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services.

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Position #17-00240
SENIOR MANAGER OF OPERATIONS & MAINTENANCE
JW

hr@co.greene.oh.us

Senior Manager of Operations & Maintenance Supplemental Questionnaire

- * 1. County Driver Eligibility Standard: Do you have 3 or more moving violations in the past 3 years?
Yes No

- * 2. County Driver Eligibility Standard: Do you have a suspended license?
Yes No

- * 3. Do you have a Bachelor's Degree in Public Administration, Business, Environmental Science or a closely related field?
Yes No

- * 4. Do you have six years of progressively responsible experience?
Yes No

* 5. Do you have Class IV Wastewater Operator Certification?

Yes No

* 6. Do you have Class III Wastewater Operator Certification?

Yes No

* 7. Do you have a Water Operator Certification III?

Yes No

* Required Question