



**Notice of Job Opportunity**  
**REVISED**

**Date Opened:** December 16, 2019      **Date Closed:** Until Filled  
**Position:** Operations Superintendent      **Agency:** Water/Wastewater

**Minimum Qualifications:**

Associate's degree (A.A.) in environmental science or other related field, plus five (5) years experience in water/wastewater operations and a minimum of three (3) years supervisory experience, or equivalent combination of training and/or experience.

**Additional Qualifications (Agency/Dept. Qualifications):**

Class III Wastewater Treatment Operator's certificate is required  
Class I Water Supply certificate is not required but highly preferred  
Valid Driver's License

**Hours:** Core Business Hours: 7:30 a.m.-10:00 p.m., M-F, includes weekends, holidays & on-call  
**Salary:** Commensurate with Experience

**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 and ensures the proper operation of water and/or wastewater treatment, collection and distribution equipment; makes necessary operational adjustments. Ensures plants are operated within Ohio National Pollution Discharge Elimination System (ONPDES) and Public Water Supply (PWS) requirements.
- Supervises activities of assigned personnel (assigns and reviews work, provides training, recommends disciplinary action, ensures employee adherence to policies and procedures, etc.).
- Maintains supply inventories and initiates orders as needed; processes purchase orders and invoices.
- Reviews consumer meter readings for billing and water consumption information.
- Receives and responds to emergency situations.
- Ensures completion of maintenance and repair tasks on treatment and distribution equipment (pumps, compressors, electrical controls, blowers, tanks, etc).
- Reviews construction plans and serves as liaison between department and engineers, contractors, the public and government officials.
- Acts as designated Operator in Charge or Operator of Record according to the Ohio Environmental Protection Agency (OEPA) Guidelines. including; completion and submission of Monthly Operating and other Ohio Environmental Protection Agency (OEPA) required reports as per Ohio National Pollution Discharge Elimination System (ONPDES) requirements
- 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

**Application Procedures:** Employees applying for positions within their own department/office may submit letters of interest for consideration to the Human Resources Department. All other applicants should apply by submitting a Licking County Government Application. Applications can be obtained in person at the Human Resources Department, 20 South Second Street, 3<sup>rd</sup> Floor, Newark, OH 43055 between 8:00 a.m. and 4:30 p.m. daily, or printed from the web site at [www.lcounty.com](http://www.lcounty.com).

Licking County is an Equal Opportunity Employer