

CITY OF BARBERTON

An Equal Opportunity Employer

POSITION DESCRIPTION

Position Title: Manager of Wastewater Treatment Plant

Name of Incumbent:

Civil Service Status: Classified
Employment Status: Full-Time
FLSA Status: Exempt

Department: Service
Reports to: Superintendent of Utilities
Pay Grade: 7

JOB SUMMARY:

Assists with the management of the Public Utilities Division of the Department of Public Service, including the supervision of personnel and ensuring the proper operation of City utilities; assumes responsibility for the operation of the City's water and wastewater treatment programs; administration of the distribution and collection systems; and compliance with all applicable rules and regulations.

QUALIFICATIONS:

Bachelor's degree in Science or Engineering with emphasis on chemistry, bacteriology, environmental sciences, or other related discipline, plus five (5) years wastewater and/or water treatment plant operations experience and two (2) years supervisory experience, or equivalent combination of training and/or experience.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Must possess a State of Ohio Class IV Wastewater Operator's License; must possess a valid State of Ohio driver's license, plus must be able to qualify for and remain insurable under the City's vehicle insurance policy

MINIMUM ACCEPTABLE CHARACTERISTICS: (*Indicates developed after employment)

Knowledge of: Public utilities management; modern water and wastewater treatment procedures, practices, and equipment; applicable governmental rules and regulations; principles and practices of chemistry and bacteriology; advanced mathematics; division policies and procedures; safety practices and procedures; supervisory practices.

Skill In: Operation of water and wastewater treatment equipment and other public utilities; personal computer operations.

Ability to: Communicate effectively; collect, analyze, and interpret data; prepare and maintain accurate documentation; develop and maintain working relationships with co-workers, other professionals, and the general public; gain access to various work locations.

ILLUSTRATIVE DUTIES:

1. Assists with the management of the division of utilities (conducts inspections and ensures the efficient operation of all facilities; assists the Superintendent with the organizing and directing of operations; assists with the administration of division budgets; recommends purchases and approves expenditures; interacts with consultants, contractors, and sales representatives; assists with the development of division policies and procedures; etc.).

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2. Manages, directly or indirectly, the activities of division personnel (assigns tasks, establishes work schedules, evaluates employee performance, recommends employee discipline or commendation, approves or denies leave requests, provides training, etc.); interviews and recommends the hiring of job applicants.
 3. Oversees the operation of the City's sanitation division, water treatment plant, water distribution garage, and wastewater treatment program, including industrial pretreatment; ensures adherence to Ohio EPA and City rules, regulations, guidelines, or policies.
 4. Assists in the preparation of the annual budget request for the division; monitors expenditures to ensure expenses do not exceed appropriations; ensures collection of fees; analyzes water and sewer use and financial data in conjunction with rate and reserve requirements.
 5. Meets with elected officials, consultants, contractors, state inspectors, business and industry representatives, and others regarding projects, service needs, or concerns, etc.; receives and resolves citizen problems or complaints.
 6. Demonstrates regular and predictable attendance.
 7. Maintains required licensure and certification.
 8. Ensures good public relations between the utilities division and the residents of the City.
 9. Performs other related or unrelated duties as assigned.
 10. Proficiently operates personal computer, telephone, calculator and other standard business office equipment.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

Approval of Appointing Authority

Date

Employee Signature

Date