

Greene County Board of Commissioners

Utility Maintenance Supervisor

SALARY	\$24.53 - \$28.17 Hourly \$1,962.40 - \$2,253.60 Biweekly \$51,022.40 - \$58,593.60 Annually	LOCATION	Beavercreek, OH
JOB TYPE	Full Time	JOB NUMBER	23-00129
DEPARTMENT	Sanitary Engineering	DIVISION	Utilities Management
OPENING DATE	09/06/2023	CLOSING DATE	Continuous

Description

The supervisory class works under general direction and requires thorough knowledge of the departmental programs, procedures and policies, supervisory theories and principles; safety procedures; equipment operation; applicable regulations, codes, and laws, related maintenance techniques; budget process and practices; to supervise a wide variety of maintenance activities.

WORKING HOURS: 7:00 AM - 3:30 PM (Monday - Friday); Flex schedules may be an option.

Duties/Responsibilities

(These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises subordinate staff; assigns and prioritizes daily work tasks to be performed by staff; monitors work quality and adherence to policies & procedures; advises staff regarding safety practices, department policies, procedures, OSHA regulations & County specifications; instructs staff on proper use of equipment; interprets and enforces policies and operating procedures; interviews perspective employees & makes recommendation for hire; recommends disciplinary actions to division Manager; investigates and responds to complaints from customers and staff; resolves conflicts; approves leave requests and overtime; maintains timecards; conducts performance evaluations.

Provides technical advice and guidance to staff; ensures, conducts, schedules and reinforces employee safety and related training; trains subordinate personnel in the proper use of operation equipment, wastewater collection and water distribution theory to enhance their knowledge, skills & abilities; attends mandatory training sessions to maintain current Ohio EPA certification; attends and participates in meetings related to assigned area and/or projects; interprets and enforces policies and operating procedures.

Assists in operation & maintenance of the collection system, water distribution system, lift stations, fire hydrants, & related equipment; advises employees regarding safety practices & procedures, department policies & procedures, OEPA, ODOT & OSHA regulations & county specifications; maintains accurate computer and written records of operations, equipment maintenance & materials inventory; performs site or plant inspections to ensure efficient and effective equipment operations.

Checks the status and condition of County vehicles, facilities and equipment in order to schedule repairs or preventative maintenance; coordinates equipment maintenance and repair activities, including with other supervisors; compiles, reviews

and/or records data in order to maintain required records and prepare related reports; performs complex maintenance related to leaks, backflow, preventers, meters and/or service lines.

Performs miscellaneous emergency duties to assist in maintaining services under all conditions; assists subordinates with operational duties when workload dictates; participates in supervisor meetings; facilitates monthly staff & weekly safety meetings; attends various meetings for the purpose of gathering & disseminating information; performs duties of Manager during his/her absence.

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

Minimum Qualifications

Completion of core course work for Bachelor's degree in business administration, chemistry, biology or related field; 4 yrs. experience in the operation of a wastewater treatment plant; 24 mos. supervisory experience; valid Ohio Driver's License.

-Or equivalent of Minimum Class Qualifications for Employment noted above may be substituted for the education and/or experience required. Education and Experience may not be substituted for mandated licensure/certification.

POSITION SPECIFIC MINIMUM QUALIFICATIONS:

Wastewater Collection System Operator II License, or
Wastewater Operator Class II License.

OR

Water Distribution Operator Class II License, or
Water Supply Operator Class II License.

PREFERRED CERTIFICATIONS/LICENSES:

Confined Space Entry Certification.
Valid Class A CDL with tanker endorsement.

Agency

Greene County Board of Commissioners

Utility Maintenance Supervisor Supplemental Questionnaire

***QUESTION 1**

County Driver Eligibility Standard: Do you have 3 or more moving violations in the past 3 years?

Yes

No

***QUESTION 2**

County Driver Eligibility Standard: Do you have a suspended license?

Yes

No

***QUESTION 3**

Do you have a valid Ohio Class A CDL with tanker endorsement?

Yes

No

***QUESTION 4**

Please select ALL of the current licenses that you possess:

Wastewater Collection System Operator II License

Water Distribution Operator Class II License

Water Supply Operator Class II License

Wastewater Operator Class II License

Other.

None.

QUESTION 5

If you answered "other" to the previous question, please tell us what license you currently possess in relation to Water/Wastewater.

* Required Question