



Technical Services Supervisor Recruitment #23-1011-001

Date Opened 9/20/2023 09:00:00 AM

Close Date 10/18/2023 11:59:00 PM

Salary \$63,419.20 - \$85,820.80 per year

Department Water

Job Type Noncompetitive



Responsibilities

The Technical Services Supervisor (TSS) is a broad technical position that manages and assists paraprofessional engineering staff in duties relating to the design, permitting, construction, inspections, and compliance of various aspects of the public water, sewer, and stormwater utilities. The TSS prioritizes, directs, and schedules the work of the staff and/or contractors/customers to meet compliance deadlines and ensure schedules are on target and within budgetary allowances.

The TSS supervises the following technical services:

- Capital Improvement Plan (CIP) project management including inspection, documentation, quantity tracking, and payment preparation.
- Utility locating and ticket response for Ohio Utility Protection System (OUPS).
- Managing private water service Backflow Prevention compliance with the Ohio Administrative Code (OAC). Processing and approving permits for meters and special use of fire hydrants.

- Reviewing plans, processing permits, preparing cost estimates, and inspecting construction for Private Development water and sewer services.
- Ensuring compliance with the Ohio Environmental Protection Agency (OEPA) and the National Pollutant Discharge Elimination System (NDPES) permit including Construction Storm Water Pollution Prevention Plans (SWP3s) and Post-Construction Best Management Practices (BMPs).

The incumbent is required to have knowledge of engineering drafting techniques and procedures, engineering mathematics, electronic surveying techniques, and regulations and standards for construction pertaining to water distribution, sanitary and storm collection systems.

Minimum Qualifications

Must meet one of the following requirements:

1. Bachelor's Degree in Engineering or related field **AND** 1 year of experience in designing and/or inspecting capital improvement and construction projects, approving pay requests, cost estimation, GIS or construction plan review; **OR**
2. Associate's Degree in Engineering or related field **AND** 3 years of experience in designing and/or inspecting capital improvement and construction projects, approving pay requests, cost estimating, GIS or construction plan review; **OR**
3. A Professional Surveyor license.

Degree must be from a college or university that is accredited by the U.S. Department of Education through the North Central Association of Colleges and Schools Higher Learning Commission or equivalent region.

License Requirements

Must possess a valid driver's license at time of appointment and maintain as a term and condition of continued employment.

Special Requirements

Incumbents assigned to the survey group are required to possess and maintain a Professional Surveyor license.

Notes

Applications must specifically address each of the minimum qualifications, directly showing how each is met.

Background Check

A background investigation and evidence of Employment Authorization and Identity is required prior to employment. All candidates must pass any level of background investigation applicable to the position, including current city employees seeking transfer, promotion, demotion, etc. into a classified position.

Medical Examination & Drug and Nicotine Testing

Final appointment is contingent upon the applicant passing a job-related medical examination including drug screen. Applicants offered employment with the City will be required to pass a nicotine screening. Newly hired employees must remain tobacco and nicotine free as a condition of continued employment. The Tobacco and Nicotine Free Hiring Policy does not apply to current City employees.

An Equal Employment Opportunity Employer

M/F/H

Benefits

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