

CITY OF LAKEWOOD CIVIL SERVICE POSITION VACANCY ANNOUNCEMENT

DIVISION OF Water and Wastewater Collection PUBLIC WORKS DIVISION MANAGER

Salary Grade 35 (\$70,114.80 - \$98,948.15)

The City of Lakewood is seeking a Division Manager for the Division of Water and Wastewater Collection in our Public Works Department. This position oversees and coordinates all public works functions for Water Distribution, Water Metering and Wastewater Collection including managing staff and performs, highly complex administrative functions, such as organizing, directing, and managing all operations of the distribution, metering and wastewater collection functions; develops and administers operating and capital budgets; approves payments; and oversees the administration of various testing, monitoring, and sampling programs. Oversees and coordinates water and wastewater collection functions; responds to customers and follows up on requests, complaints, needs; manages water metering unit; coordinates water distribution and wastewater collection maintenance and repair functions; assures compliance with federal, state, and other regulatory reporting requirements; plans system upgrades; manages all fiscal activities; inspects facility equipment. Plans long and short-range goals, objectives, and strategies for the division; oversees projects or programs to ensure efficient organization and completion of work.

Coordinates administrative functions, including preparing and administering the budget, consulting with staff to determine needs; estimates expenditures; reviews completes and/or approves purchasing requisitions; prepares requests for proposals; prepares cost estimates and justifications; submits capital improvement funding requests.

Carries out supervisory/managerial responsibility in accordance with policies, procedures, bargaining unit contracts and applicable laws including interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; fueling performance; rewarding and disciplining employees; approving payroll; scheduling overtime; investigating grievances; and addressing complaints and resolving problems. Works with their team to ensure appropriate coverage during emergency or urgent circumstances which can include evenings, weekends and holidays.

Maintains an active, in the field status to ensure quality standards and compliance with regulations are maintained.

Qualifications:

Associates degree or equivalent from a two-year college or technical school. Four (4) to five (5) years progressively responsible related experience; OR any combination of education, training and experience which provides the required job knowledge, skill, and ability to perform the essential functions of the job. OEPA Class II Water Distribution License or Water Supply Class I, and OEPA Class II Wastewater Collection License or Class I Wastewater Operator's License (must be able to obtain in 24 months). Must have a valid driver's license with less than eight (8) points.

General Information:

The selected candidate must be able to pass a civil service examination. Qualified interested candidates should submit an application, letter of interest, and resume online at <https://www.lakewoodoh.gov/human-resources/>

Applications accepted until the position is filled.

The City of Lakewood is an Equal Opportunity Employer

Posting date: 02/08/2024