



City of Newark, OH Department of Human Resources
Wastewater Facilities Assistant Manager

SALARY	\$40.89 Hourly \$85,052.03 Annually	LOCATION	1003 E. Main St. Newark - Newark WWTP, OH
JOB TYPE	Full-Time	JOB NUMBER	2024-00022
DEPARTMENT	Wastewater Treatment	OPENING DATE	07/26/2024
CLOSING DATE	8/2/2024 4:00 PM Eastern	FLSA	Exempt
BARGAINING UNIT	NA		

Description

This upper level management position is responsible for efficient and economic treatment of wastewater to assure all EPA standards are met. This asset supervises and assigns all Wastewater Treatment Plant (WWTP) direct reports to daily operational and maintenance tasks.

Examples of Duties

1. Schedules plant personnel to assure plant is adequately staffed.
2. Supervises plant personnel to assure plant goals are reached.
3. Analyzes plant operation data to ensure compliance with state and federal regulations and permits.
4. Evaluates and recommends plant maintenance actions.
5. Prepares regulatory compliance reports.
6. Assist with annual WWTP budget as well as the purchases of plant equipment and supplies.
7. Assist with Industrial Pre-treatment, Septic Waste, and Fats, Oils, and Grease (FOG) program.
8. Provide training and employee development for WWTP plant staff.
9. Engage in professional development to remain current on treatment technologies, employee engagement, and other job-related dynamics.
10. Performs other duties as required.

Typical Qualifications

- Valid OH Driver's License,
- Four-year college degree or equivalent,
- Valid Class III Wastewater Operator License,
- Five years related work experience,
- Maintains an awareness of worker safety guidelines and procedures,
 - Demonstrates and applies these guidelines in performing and assigning of daily activities and tasks.

**Achievement of Class IV level certification in Wastewater Treatment Plant operations within three years of becoming eligible according to EPA guidelines is a term and condition of continued employment. Failure to meet this expectation could result in suspension, demotion, or separation.*

Supplemental Information

Qualified applicants will be required to participate in an online Civil Service competitive selection process where you will be tested regarding your abilities to meet individual job requirements.

At this time upload the credentials listed on your application and resume e.g. valid Driver License, High School Diploma, GED, College Degree, DD214, Certifications, etc. under attachments. Credit for military service will be given once proof of satisfactory service is received at the time of application therefore you will need to upload your DD214 for review. Credit will not be given if provided after the Civil Service examination.

Management and Supervisory Exempt Full-time position

Appointing Authority - Service Director

Department/Division - Service/Water-Wastewater

Reports to - Wastewater Facilities Manager

The City of Newark, Ohio, conforms to all laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City of Newark strongly encourages women, minorities, individuals with disabilities and veterans to apply to all of our job openings. The City of Newark is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information & Testing, Family&Medical Leave, protected veteran status, or any other characteristic protected by law. The City of Newark prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

The City of Newark's EEOP Utilization Report is available in the Human Resource Department.

Agency

City of Newark, OH Department of Human Resources

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