INTEROFFICE MEMORANDUM

PLEASE POST **PLEASE POST**

All 4/9/20

TO: All Department/Division Heads

FROM: Human Resources

DATE: April 9, 2020

SUBJECT: **JOB OPPORTUNITY: Department of Utilities**
Division of Water

CLASS TITLE: **WATER SUPERINTENDENT**

SALARY GRADE 26

Minimum $2,990.41 (bi-weekly) **Maximum** $4,029.42 (bi-weekly)

See copy of Class Specifications attached for a general statement of duties, examples of work, required knowledge, skills and abilities, as well as acceptable experience and training. **High School Diploma or equivalent. Valid Ohio Driver's License. 5 years water system management and operations. Thorough knowledge of water treatment and distribution operations and maintenance. Must possess valid Class IV Operator Water Supply Certificate as issued by the Ohio Environmental Protection Agency and maintain said certification during employment. Open to all.**

Submit applications and resumes to: City of Painesville, Human Resources Division, 7 Richmond Street, P.O. Box 601, Painesville, Ohio 44077-0601 or email to hr@painesville.com **Position open until filled.**

Blank application forms may be obtained from the switchboard attendant at City Hall or online at www.painesville.com. A full job description can be viewed at City Hall or on the City's website.

The City of Painesville is a drug & alcohol free employer.

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.

POSITION DESCRIPTION
CITY OF PAINESVILLE
An Equal Opportunity Employer

Position Title: Water Superintendent	3232
Department:	**Date:** 4/6/2020

Pay Class: 26	**Exempt / Non-exempt:** Exempt

General Purpose for Job: This is responsible supervisory and administrative work in the direction of the municipal water distribution system and water treatment plant.

Work involves responsibility for planning, organizing, and directing the safe and efficient operation and maintenance of the city's water distribution system and water treatment plant. Work is performed with considerable independence under the general direction of both the City Manager and Assistant City Manager and in accordance with city and state policies, rules, and regulations applicable to specific areas of program activity. Supervision is exercised directly, or through subordinate supervisors, over technical, skilled, and semi-skilled personnel. Work is reviewed through reports and conferences for overall program effectiveness.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Plans and directs the overall operation and maintenance of water treatment and distribution equipment and facilities.
- Advises city administration of long-range and current capital improvement programs; prepares or approves specifications or plans for water projects; attends bid openings; approves bid awards; monitors contractor compliance with city specifications and standards.
- Maintains an inventory of material necessary for the effective installation and maintenance of the water distribution system.
- Prepares annual consolidated budget for the water treatment and water distribution sections; prepares or approves all requisitions for division expenditures.
- Communicates and coordinates division activities, as needed, with consulting engineers, contractors, other city agencies, and other governmental agencies.
- Plans and directs the water meter replacement program.
- Prepares monthly and special reports for the City Manager.
- Meets with union representatives to resolve labor issues.
- Directs interviews for hiring process within the Water Division and makes recommendation for new appointments.
- Keeps abreast of current developments in the field.
- Attends council meetings as required.
- Performs related work as required.

MINIMUM EDUCATION AND EXPERIENCE *(Required to qualify for position)*

Education: Graduation from high school supplemented by college courses in sanitary or other fields of engineering.

Experience: Thorough experience in water treatment and distribution operations and maintenance.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

Knowledge of:

- The principles and practices involved in the operation and maintenance of water treatment equipment and machinery.
- The required standards of water treatment as specified by city policy and federal and state regulations.
- The principles involved in the processing of raw water and of the methods used in the chemical and physical analysis of water at various stages of processing.
- The principles and practices governing the construction and maintenance of water mains, meters, fire hydrants, and other facilities of a modern water distribution system.

Skill and Ability to:

- Plan, organize, direct, and evaluate water treatment and water distribution programs and activities.
- Assign, supervise, and review the work of subordinate supervisory, technical, and laboring personnel.
- Stay abreast of modern water treatment and distribution techniques and standards through current literature and seminars.
- Establish and maintain effective working relationships with city officials, employees, contractors, and the public.

License or Certification Required: Valid Class IV Operator Water Supply Certificate from the Ohio Environmental Protection Agency.

Valid Ohio Driver's License.

Scheduling Demands and Constraints: