



**Deadline:** February 9, 2023

**Position:** Underground Utilities Manager

**Description:** The City of Piqua is seeking an Underground Utilities Manager. This position will perform difficult administrative and technical work supervising staff in regard to conduct, customer service and job performance; Receiving and resolving customer issues; Managing field operations and identifying issues; Enforcing policies and specifications; Verifying the status and completion of distribution projects; Performing research and conveying information; Approving purchases, preparing purchase orders and ordering parts and materials; Organizing major projects and reviewing documents and plans; Performing personnel functions; Performing other related duties as required

**Qualifications:** Class II Water Distribution or Class II Wastewater Collection, and Certified Backflow Prevention or ability to obtain within 2 years of appointment. Water Supply Operator I (or higher) or Wastewater Operator I (or higher) are adequate substitutes for Class II Distribution or Class II Collections.

Bachelor's degree in Civil Engineering, Construction Management or related field and five (5) years of experience working in water, wastewater and storm water maintenance and repair including some supervisory experience, or equivalent combination of education, training, and experience.

**Essential Functions of Position:**

- (1) Oversees the operation, maintenance and repair of water, wastewater and storm water distribution systems; Ensures compliance with regulations.
- (2) Supervises distribution personnel; Assists with the recruitment and selection of staff; Assigns, schedules.
- (3) Evaluates and helps outside contractors perform infrastructure condition inspection, flow monitoring, and other collection and distributions work.
- (4) Communicates project and operational status with upper management, engineers, contractors and staff.
- (5) Oversees and inspects field operations; Verifies completion of projects; Locates, identifies and resolves issues with field operations.
- (6) Enforces department policies and project specifications with contractors.
- (7) Conducts meetings as needed to review projects; Schedules maintenance and repair projects.
- (8) Helps identify and coordinate water and sewer repair and replacement projects.
- (9) Maintains inventory of supplies and equipment; Prepares and approves purchase orders and procures supplies and equipment; Recommends specifications for supplies and equipment.
- (10) Organizes and plans major projects; Reviews plans and specifications and recommends changes as necessary
- (11) Maintains maps, drawings and files of work completed; performs project related research.
- (12) Meets and complies with all job safety requirements and applicable OSHA safety standards that in their absence.
- (13) Attends professional development seminars and workshops; May serve as Distribution Superintendent in their absence.

**Position Type / Hours:** Full Time

**Wage Rate:** \$ 55,260.80 – \$84,000.80 annually

**How to Apply:** [https://piquaoh.formstack.com/forms/city\\_of\\_piqua\\_employment\\_app\\_management](https://piquaoh.formstack.com/forms/city_of_piqua_employment_app_management) or pick up a hard copy from 201 West Water Street, Second Floor, Piqua, Ohio 45356.