
**Operations Manager-Water Distribution
(Tapping & Construction)**

The City of Toledo:

is a city in and the county seat of Lucas County, Ohio, United States. At the 2020 census, it had a population of 270,871, making Toledo the fourth-most populous city in the state of Ohio, after Columbus, Cleveland, and Cincinnati. Toledo is also the 79th-largest city in the United States. It is the principal city of the Toledo metropolitan area, which had 646,604 residents in 2020.

Toledo also serves as a major trade center for the Midwest; its port is the fifth-busiest on the Great Lakes.

Why Work at City of Toledo?

- Benefits including health, dental, vision, life and disability insurance
- Pension OPERS: Fixed retirement benefits every month based on a formula that rewards years of service. The City contributes 14.00% of the employee's annual base salary and employees contribute 10.00% of their annual base salary.
- Supplemental Retirement: 457(b) deferred compensation plan and/or Roth 457(b)
- Employee Perks: Personalized discounts and savings to your favorite businesses.
- 14 Paid Holidays

Key Job Details:

- Reports to: Commissioner
- Division: Water Distribution
- Classification: Manager
- Schedule & Location: 401 South Erie, Toledo, OH 43604
- Pay Grade: E1; \$72,384 - \$102,232

Summary of Responsibilities:

Under general direction performs work of considerable difficulty in providing managerial, technical, administrative and supervisory leadership and assistance in the Division of Water Distribution Tapping and Construction operations and water infrastructure maintenance and repair; plans training schedule and develops operation work plans, manages and monitors special projects

Essential Duties:

- Provides managerial and administrative direction to professional, technical, maintenance, operational and support staff involved in Tapping and Construction administration, engineering, maintenance/repairs and operations, full lead service line replacement, customer service operations, and all water distribution maintenance and repair operations.
- Plans, directs and coordinates special projects to ensure that implementation and prescribed activities are carried out in accordance with governing regulations, specified objectives, priorities, time limitations and funding conditions.

Department of Public Utilities

- Performs and coordinates a variety of technical tasks involving the review, analysis, coding and maintenance of computerized records and materials.
- Utilizes independent judgment in the interpretation of policies, procedures, work rules and regulations governing specialized administrative areas.
- Provides administrative and technical support and/or oversight with ERP related activities.
- Analyzes, prepares or revises policies, programs and procedures to ensure efficient operation of the division/department and to better serve the public.
- Ensures that assigned responsibilities are in compliance with applicable EPA, federal, state and local rules and regulations.
- Provides technical and professional advice in area of expertise to other city administrators as requested.
- Prepares or oversees the preparation of detailed technical reports, legislation, correspondence and responses to Council referrals.
- Investigates and responds to complaints and inquiries.
- Maintains liaison and attends meetings with other governmental agencies, various trade, business, and community organizations, interest groups and the general public.
- Prepares or assists in the preparation of the annual budget and assists budget administration to ensure compliance with fiscal requirements.
- Represents division/department at meetings and in litigation.
- Hears employee complaints and grievances and adjusts and/or recommends disposition of same.
- Counsels employees and/or initiates disciplinary actions and conducts employee investigations and/or hearings.
- Participates in the interview process for prospective employees and makes recommendations regarding appointments.
- Performs related assignments as required.

Required Knowledge, Skills, and Abilities

- The technical subject matter utilized in the tapping and construction (operations) section for the Division of Water Distribution.
- Functions, operations, program and activities of Water Distribution.
- Applicable local, state and federal rules and regulations.
- Bargaining unit agreements governing divisional/departmental personnel.
- The SAP and ERP system
- Personnel management
- Record keeping procedures and report preparation
- Budgeting principles and fiscal management
- Municipal operations

Required Qualifications:

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Civil Engineering, Chemistry, Biology or other closely related areas and four (4) years of administrative experience in formulating, implementing, maintaining and evaluating programs or projects in public works, water distribution or related operations, of which two (2) years must have been in a supervisory capacity

OR

- Graduation from high school or general educational development (G.E.D) test equivalency and ten (10) years of administrative experience in formulating, implementing, maintaining and evaluating programs or projects in public works, water distribution or related operations, of which three (3) years must have been in a supervisory capacity.
- A Class II Water Distribution Operator License or a Class II Water Supply License from the Ohio Environmental protection agency can be substituted for three (3) years of administrative experience in formulating, implementing, maintaining, and evaluating programs or projects in public works, water distribution or related operations.

ADDITIONAL OR SPECIAL REQUIREMENTS:

- Must possess a Class I Water Distribution Operator License or a class I water supply License from the Ohio Environmental Protection Agency and obtain a Class II Water Distribution Operator License from the Ohio Environmental Protection Agency within three (3) years of appointment)

Physical Demands:

The physical demands described within this job description must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In this position, the employee will frequently stand, walk, and sit. The position will occasionally require the employee to drive a personal and company owned vehicle. The employee will occasionally lift, carry, push, pull, drag and/or move up to 25 pounds. Occasional stooping, kneeling, twisting, and crouching may occur with this position. Speaking and listening are constant essential functions of this position.

APPLY AT

<https://www.governmentjobs.com/careers/toledooh>

In order to apply for jobs with the City of Toledo, all applicants must have a valid email address and create a governmentjobs.com profile.

Equal Opportunity

The City of Toledo is AN EQUAL OPPORTUNITY EMPLOYER. The City of Toledo will not deny equal opportunity in hiring, tenure, terms, conditions or privilege of employment on the basis of race, color, religion, sex, national origin, disability, ancestry, age or sexual orientation.