



THE CITY OF ZANESVILLE
invites applications for the position of:

Wastewater Superintendent

SALARY:	\$34.06 - \$42.57 Hourly \$70,844.80 - \$88,545.60 Annually
DEPARTMENT:	Sewer Treatment
OPENING DATE:	01/08/21
CLOSING DATE:	02/15/21 11:59 PM
POSITION DESCRIPTION:	

MINORITIES ENCOURAGED TO APPLY

Please use this link to apply online:

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

The Civil Service Employment Office is now accepting applications for the position of Wastewater Superintendent. Open to the general public and to all City of Zanesville employees. Please read the job description below for minimum qualifications for this position.

Position Qualifications

An appropriate combination of education, training, course work, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: Associates degree in Environmental Sciences and six (6) years of experience in wastewater treatment plant operations and management. Extensive knowledge of collection system maintenance, repairs, and operations.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

A State of Ohio Wastewater Class IV Operator License is required for this position and must be maintained as part of employment.

Licensure or Certification Requirements

State of Ohio Wastewater Class IV Operator License, State motor vehicle operator's license.

Distinguishing Job Characteristics

Under administrative direction, manages City's Wastewater Treatment Plant and wastewater collection systems.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with its requirements.

- Directs operations, laboratory, and maintenance of Wastewater Treatment Plant and lift stations. Directs the operation, maintenance, and repairs to wastewater collection system.

- Ensures operations comply with established regulatory standards and requirements. Implements and enforces terms of the Sewer Interagency Agreement between the City of Zanesville and Muskingum County.
- Supervises all staff assigned to Wastewater Plant and collection system. Plans and coordinates work projects, oversees work scheduling, provides direction and ensures operations comply with EPA and quality standards. Provides input into selection of employees, evaluates work performance, resolves formal and informal complaints or grievances, trains employees, approves leave requests, and recommends personnel actions. Maintains authority to administer disciplinary actions up to and including verbal cautioning and written reprimand. Recommends employee disciplinary suspensions and terminations subject to approval of the Public Service Director.
- Monitors operations, identifies, and corrects problems. Interprets and enforces policies, rules and regulations, and maintains responsibility for implementation and enforcement of safe working methods and conditions.
- Plans Wastewater Division operations and develops policies consistent with EPA mandates. Evaluates operating data to analyze trends and needed changes to plant operations. Plans schedules and coordinates improvements to treatment plant and collection system.
- Coordinates and provides necessary information and support for inspections conducted by Ohio and U.S EPA, Health Department, and other regulatory agencies.
- Arranges tours for various interested individuals and groups.
- Researches, develops, implements, and coordinates the City's Land Application of Sludge Program, Combined Sewers Overflow Program, Wastewater Division's Work Rules and Safety Program, and Wastewater Laboratory Quality Control Program. Conducts research on projects regarding flow studies, changes to the City Sewer Use Ordinance Revisions, and plant effectiveness studies.
- Prepares Wastewater Plant and collection system budget. Approves purchase orders for equipment and supplies and controls expenditures within approved budget. Prepares Wastewater Division's year-end annual report, inventory and appraisal reports, and maintains monthly and annual operating records and reports. Reviews and signs report for submittal to EPA, OSHA, Health Department, and other state/federal agencies. Develops plant forms, procedures, and work methods.
- Coordinates activities with contractors and engineers regarding improvements and modifications to plant and collection systems. Maintains responsibility for maintaining public relations with city officials, regulatory groups and general public, and for resolving complaints and answering inquiries.
- Maintains responsibility for monitoring county sewage flows coming into city sewers and establishing and initiating the billing process for collection of sewer use fees. Meets with county officials to discuss and/or revise changes to the agreement. Reviews request for sewer extension services.

- Develops and implements rules and regulations for disposal of septage waste. Works with local Health Department to enforce regulations and meets with septage haulers to review complaints. Develops and implements user charges for septage haulers including pass-back costs. Conducts inspections of hauler equipment and contents. Refuses, if necessary, septage waste coming into the city's facilities.
- Responsible for stormwater, oversees storm sewers, catch basins, and drainage basins. Completes and submits stormwater MS4 Report annually to the OEPA. Responsible for stormwater mapping and providing information to the GIS department.

Other Duties and Responsibilities

Scope of Supervision

Direct: Deputy Wastewater Superintendent, Secretary to the Wastewater Superintendent.

Indirect: All other staff assigned to Wastewater Treatment Plant and Collection Systems.

Equipment Operated

General office equipment, truck, car, two-way radio. Occasionally operates camera, gas detector, and locator.

Contacts with Others

EPA, Department of Health and other regulatory officials; City Administration; general public; news media; Water and other Department Heads; Private Consulting Engineers; Architects; City Engineer; Contractors; property owners; Health Department officials; Safety Center staff; general public.

Confidential Data

Non-public information contained in personnel files. Personnel planning strategies.

Working Conditions

Good working conditions when performing administrative work. Occasional exposure to heat, cold, dampness, smells, noise, chemicals, fumes, dirt, and dust when working in the field or plant. The employee must use standard safety precautions due to exposure to chemicals, chlorine, sulfur oxide and other gases and bacteria and exposure to injury from working around equipment. Traffic safety when working in the field.

Usual Physical Demands

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing administrative duties, the employee occasionally exhibits digital dexterity when entering information into computer and other tasks. The employee frequently sits for extended periods of time and occasionally stands and walks around the plant and other locations. Normal vision demands.

Required Knowledge, Skills and Abilities

Knowledge of:

- Class IV Wastewater Treatment Plant operations and processes.
- Program maintenance procedures.
- Management principles.
- Budget management.
- Sewerline construction.

- Processes used during maintenance of both wastewater plant and collection systems.
- EPA and other federal, state and local regulations affecting operations of the plant and collection systems.
- Work hazards and safety precautions.
- Chemistry.
- Mathematics.
- Management practices.

Ability to:

- Apply management principles to practical work situations.
- Develop and maintain effective working relationships with EPA, general public, officials, and others.
- Maintain and promote good public relations as city representative.
- Communicate effectively in verbal and written form.
- Work with and around chemicals, wastewater and other adverse conditions.

Skill in:

- Operation of computer.
- Interpreting and implementing EPA and other regulations.
- Preparing EPA and other technical reports.
- Operation of wastewater plant equipment.
- Conducting and analyzing laboratory tests.
- Determining adjustments to plant operating processes.
- Troubleshooting plant operating problem.
- Budget management.

General Information

Applicants must submit an electronic application by the deadline date. Proof of possession of a State of Ohio Class IV license in Wastewater must be submitted with the application. All applications will then be reviewed by the Civil Service Commission to ascertain that minimum qualifications have been met by applicants. As a result of their evaluation, applicants will be notified whether they have been approved to proceed in the process.

There will not be a written civil service exam for this position. It should be noted that the position of Wastewater Superintendent requires the applicant to have a State of Ohio Class IV license in Wastewater Treatment. The comprehensive written tests which were taken in order to acquire that license should be considered as the civil service examination for the City of Zanesville. Applicants meeting the minimum qualifications for this position will be notified at a later date of the structured interview.

Salary is based on qualification.

Submitting an Application

To be included in the process for the position of Wastewater Superintendent, you must have submitted an electronic application by the deadline date.

Required Documents to Upload

The following documents are required to be uploaded with this application:

1. Driver's license copy
2. Class IV State of Ohio license in Wastewater Treatment

Optional Documents to Upload

The following documents may be uploaded with this application:

1. Résumé
2. Other relevant certificates

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.coz.org>

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Zanesville, OH 43701
740-617-4877

billie.corns@coz.org

Position #00044
WASTEWATER SUPERINTENDENT
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